

CITY OF LANSING
FISCAL YEAR 2016 - 2017
EXECUTIVE BUDGET
RECOMMENDATION



Virg Bernero, Mayor

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LANSING CITY GOVERNMENT
Fiscal Year July 1, 2016 - June 30, 2017

MAYOR

Virg Bernero

CITY COUNCIL

Judi Brown Clarke, Council President, At Large
Jessica Yorko, Council Vice President, 4th Ward
Kathy Dunbar, At Large
Judi Brown Clarke, At Large
Patricia Spitzley, At Large
Carol Wood, At Large
Jody Washington, 1st Ward
Tina Houghton, 2nd Ward
Adam Hussain, 3rd Ward

CLERK

Chris Swope

DISTRICT COURT JUDGES

Louise Alderson, Chief Judge
Frank J. DeLuca
Patrick F. Cherry
Hugh B. Clarke, Jr.

OFFICERS

| | |
|--|----------------------|
| Executive Assistant/Chief of Staff..... | Randy Hannan |
| Chief Operating Officer/Public Service Director..... | Chad A. Gamble |
| City Attorney..... | Vacant |
| Finance Director..... | Angela Bennett |
| City Treasurer..... | Tammy Good |
| Police Chief..... | Michael Yankowski |
| Fire Chief..... | Randy Talifarro |
| Planning & Neighborhood Development Director..... | Bob Johnson |
| Parks & Recreation Director..... | Brett Kaschinske |
| Court Administrator..... | Anethia Brewer |
| Human Relations & Community Service Director..... | Joan Jackson Johnson |
| Human Resources Director..... | Mary Riley |
| Internal Auditor..... | Vacant |

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Citizens of Lansing

City Clerk

City Council

Mayor

54-A District Court

Internal
Audit

City Attorney's
Office

Office of
Community
Media

Office of
Financial
Empowerment

Police

Patrol
Crime Investigation
Community Policing
Detention
Parking Enforcement

Fire

Suppression
Prevention
Code Compliance
Emergency Mgmt

Planning &
Neighborhood
Development

Planning
Zoning
Housing/Neighborhoods
Building Safety
Parking System

Economic
Development

Economic Dev. Corp.
LEPFA
Downtown Lansing, Inc.
TIFA

Public
Service

Roads/Sidewalks
Sewers/Treatment
Trash/Recycling
Grounds Maintenance
Engineering
Property Management
Fleet Services

Parks &
Recreation

Parks Design/Programs
Recreation Programs
Community Centers
Cemeteries
Golf

Information Technology

Finance

Treasury/Income Tax
Assessing
Accounting/Budget
Retirement Services

Human Resources

Recruitment
Training
Labor Relations
Payroll/Benefits

Human Relations
and Community
Services

Grant Writing Assistance
Human Services Grant Admin.
Police Investigations
Neighborhood Ombudsman

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OFFICE OF MAYOR VIRG BERNERO
124 W. MICHIGAN AVENUE – NINTH FLOOR
LANSING, MI 48933

March 28, 2016

President Judi Brown Clarke and Councilmembers
Lansing City Council
124 W. Michigan Avenue
Lansing, MI 48933

Dear President Brown Clarke and City Council colleagues:

I am pleased to submit for your consideration my Executive Budget Recommendation for Fiscal Year 2016-2017 (FY 2017).

My proposed spending plan for FY 2017 outlines a \$123.5 million general fund budget (up 2.4% from the FY 2016 adopted budget) and an all-funds citywide budget of \$199.7 million (up 1.7% from the FY 2016 adopted budget).

Projected revenues for FY 2017 are projected to exceed the projected cost of current city operations, which means we begin the new budget cycle with a modest surplus (\$2.0 million), rather than a deficit, for the third year in a row.

Near-term fiscal stability has been achieved thanks to the tough decisions we made over the last decade to control costs and create a leaner, more efficient city government. Those efforts are now paying dividends.

We have effectively eliminated the city's structural deficit in the near-term and will continue to focus on long-term fiscal stability and making the strategic investments necessary to help grow our economy, improve essential city services and strengthen the quality of life in Lansing.

Continued economic growth is also a contributing factor to our fiscal stability. New investment and employment gains are driving modest improvements in city income tax revenues -- the second largest source of funding for essential city services.

Although we project minimal revenue growth from property taxes next year due to state property tax growth limitations, the continued recovery of our residential and commercial real estate markets will, in the long run, generate higher property tax revenues -- the single largest source of funds that support essential city services.

Even as we celebrate our hard-won fiscal stability, we must remain keenly aware of the long-term financial challenges presented by the city's unfunded liabilities for employee pensions and retiree health care, especially in light of revenue growth constraints imposed by the State of Michigan.

We currently pay more than \$41 million annually -- nearly one-quarter of all city funds -- toward retiree health care and pensions. Because these expenses are projected to grow faster than city revenues, the city's retirement obligations will begin to crowd out General Fund spending on the critical core services we must deliver today, including police and fire protection.

Faced with this challenge, our employee unions have continued to work with my administration in good faith to achieve reductions in the rate of growth of total compensation and to address our long-term financial obligations to retired employees and future retirees. I appreciate every sacrifice made and every saving achieved -- more than \$200 million over the next 40 years -- but our work is not yet done.

With the assistance of my Financial Health Team (FHT) and the Michigan Department of Treasury, we are moving forward to find solutions to our long-term legacy cost challenges that will help us keep the promises made to city retirees in a way that Lansing taxpayers can afford. Led by former mayor David Hollister and Michigan State University's Dr. Eric Scorsone, the FHT continues to provide invaluable guidance to the city's elected leaders.

Fulfilling a key recommendation by the FHT, my FY 2017 budget plan for the first time also includes performance-based budget measures that will allow us to track key indicators in each department and evaluate the progress we are making toward our short- and long-term strategic goals.

In accordance with the recommendations of the FHT and the city's budget reserve policy, my FY 2017 spending plan again allocates \$500,000 to General Fund reserves. Combined with the \$2.7 million addition to reserves at the end of FY15, and the \$2.9 million projected addition at the close of FY 2016, the city's unrestricted General Fund reserves will stand at \$13.2 million, which is 10.6% of General Fund reserves.

This represents tremendous progress toward rebuilding our reserves from their FY11 low point of \$4.9 million (4.5% of General Fund expenditures) and attaining our reserves target of 12-15%.

My proposed budget includes new strategic initiatives that focus on improving the quality of life in neighborhoods across the city, including the Block-by-Block (B3) neighborhood wellness initiative, a new Lansing Housing Ombudsman in the Department of Human Relations and Community Services, and funding for lead paint testing in qualified older homes to protect infants and children from lead hazards.

In the year ahead we must continue to make strategic investments in personnel, equipment, infrastructure and technology that help us deliver quality city services more efficiently and at the lowest possible cost to our taxpayers.

Toward that end, my FY 2017 budget plan includes \$1 million to update our aging vehicle fleet and the restoration of two, full-time mechanic positions in the city garage to increase our capacity to maintain the fleet.

For FY 2017, an additional \$2.3 million will be available through Act 51 state funds to fix city streets and sidewalks, but this is nowhere near enough money to make significant improvements to Lansing's crumbling roads.

Combined with the \$1.95 million generated by our special roads millage, we will be able to fill potholes and patch a few of the worst stretches of pavement, but city engineers estimate it will cost more than **\$150 million** to restore city streets just to average condition.

Funding local road repairs is ultimately the responsibility of the State of Michigan. As I noted in my 2016 State of the City Address last week, I am deeply disappointed in the Legislature's so-called road funding solution. It's a half-measure that delivers minimal resources to local communities in the first few years, and in the long-term, the projected amounts generated for local road repairs are inadequate.

Even more concerning, the increased funding in the next several years is based on questionable assumptions regarding state revenue growth and could lead to additional cuts in state revenue sharing if those assumptions do not materialize.

My proposed budget for the Lansing Police Department includes funding for additional training, recruiting and community outreach, and \$350,000 to upgrade the department's Records Management System (RMS).

To accommodate the large volume of digital video files that will be generated by the department's new body-worn cameras, my LPD budget proposal converts a part-time clerk position to full-time and my Department of Information Technology (DIT) budget includes expanding the city's data storage capabilities.

Based on the continued success of our Financial Empowerment Center, my budget supports promoting the director of the Office of Financial Empowerment from contract employee to full-time city employee and increases the program's General Fund support to help sustain this important and impactful public service.

Finally, as I also noted in my State of the City Address, it is time to make long-term decisions about the city facilities that will serve the citizens of Lansing for the next 50 years.

It no longer makes sense to throw good money after bad in patching up the current City Hall, which is now more than a half-century old. This means finding new housing for city offices, the 54-A District Court, and LPD's administration and detention center.

I recently announced that my administration has negotiated a purchase option on the former Lake Trust Credit Union headquarters on South Capitol in downtown Lansing. The cost of acquiring, renovating and possibly expanding the Lake Trust building is estimated to be about half as much as the \$50-60 million cost of modernizing the existing City Hall.

At the same time, we will continue to pursue opportunities for regional collaboration on facilities to house the 54-A District Court and LPD's detention center. A joint county-city feasibility study has identified several options for locating these facilities adjacent to or near the existing county courthouse in downtown Lansing.

Over the next year we will also continue planning for a permanent home for the Lansing Police Department. The department's Operations Center at the Lansing School District's Hill Center is a temporary arrangement and the proposed relocation of City Hall provides the opportunity to put police administration and operations under one roof.

As we begin our next budget year with another modest surplus, the spending plan I propose for FY 2017 remains balanced, cautious and financially prudent. Although we have achieved near-term fiscal stability, we must remain sharply focused on finding solutions to our long-term unfunded liabilities and continuing to make smart, strategic investments that move Lansing forward.

I look forward to working with you as we begin this year's budget process.

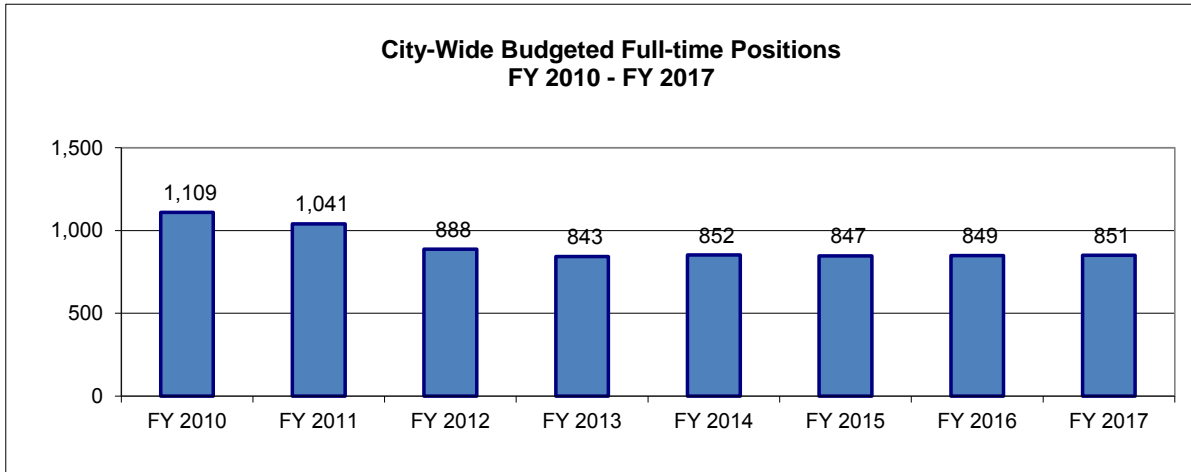
Sincerely,



Virg Bernero
Mayor

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**Summary of Projected Full-Time Positions by Department
(Includes Elected Officials)**



| | <u>FY 2010</u> | <u>FY 2011</u> | <u>FY 2012</u> | <u>FY 2013</u> | <u>FY 2014</u> | <u>FY 2015</u> | <u>FY 2016</u> | <u>FY 2017</u> |
|--------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------------------|
| City Council | 11 | 11 | 10 | 10 | 10 | 10 | 10 | 10 |
| Internal Audit | 2 | 2 | 1 | 1 | 1 | 1 | 1 | 1 |
| Mayor Staff | 5 | 5 | 5 | 5 | 5 | 5 | 6 | 6 |
| Financial Empowerment | - | - | - | - | - | - | - | 1 |
| Office of Community Media | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| Clerk Staff | 7 | 6 | 5 | 5 | 5 | 5 | 5 | 5 |
| Court/Probation Staff | 53 | 48 | 48 | 43 | 43 | 46 | 45 | 45 |
| Planning & Neighborhood Development | 87 | 64 | 63 | 62 | 45 | 43 | 43 | 42 ⁽¹⁾ |
| Finance | 92 | 86 | 79 | 30 | 30 | 29 | 29 | 29 ⁽²⁾ |
| Information Technology | 15 | 14 | 10 | 10 | 11 | 11 | 11 | 11 |
| Human Resources | 12 | 11 | 9 | 9 | 10 | 10 | 12 | 12 |
| City Attorney | 12 | 11 | 10 | 10 | 10 | 11 | 11 | 11 |
| Police | 344 | 328 | 260 | 229 | 234 | 234 | 234 | 235 ^{(1),(3)} |
| Fire | 235 | 225 | 179 | 180 | 202 | 195 | 195 | 195 ^{(1),(5)} |
| Public Service | 171 | 201 | 183 | 226 | 222 | 222 | 222 | 222 ^{(1),(2),(4)} |
| Human Relations & Community Services | 5 | 5 | 5 | 5 | 6 | 7 | 7 | 8 |
| Parks & Recreation | 56 | 22 | 19 | 16 | 16 | 16 | 16 | 16 ⁽⁴⁾ |
| | <u>1,109</u> | <u>1,041</u> | <u>888</u> | <u>843</u> | <u>852</u> | <u>847</u> | <u>849</u> | <u>851</u> |

⁽¹⁾ Fourteen (14) positions were transferred from PND to Fire; four (4) to Police, and one (1) to Public Service for FY 2014.

⁽²⁾ Forty-five (45) positions were transferred from Finance to Public Service for Property Management and Fleet Maintenance operations in FY 2013.

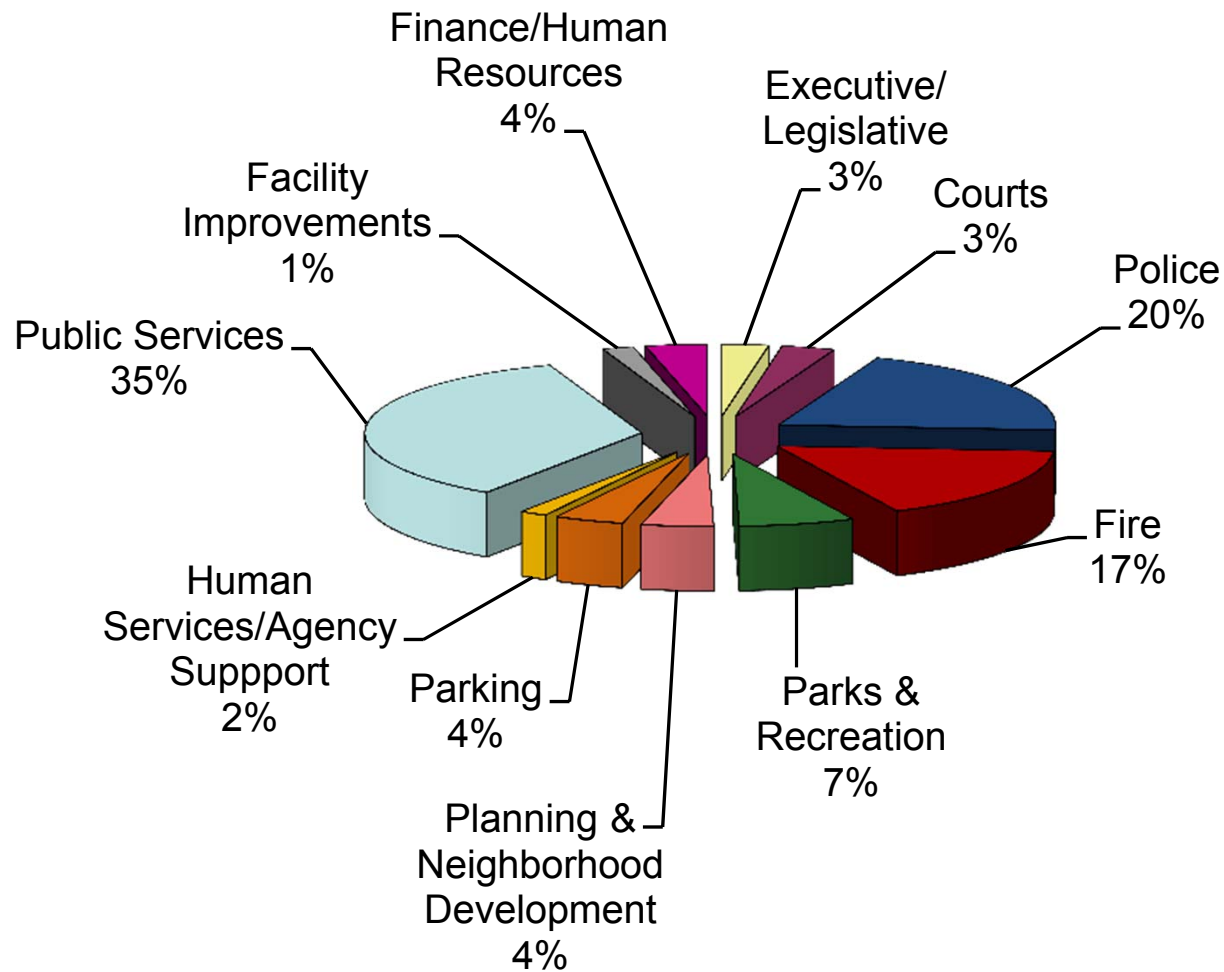
⁽³⁾ The reduction in Police staffing in FY 2013 is due to the transfer of 53 positions to the 9-1-1 Dispatch Center to Ingham County. Police staffing for FY 2013 increased by 11 officers and one Crime Analyst due to grants. Nine (9) additional officers were added in FY 2013.

⁽⁴⁾ Thirty-one (31) positions were transferred from Parks & Recreation to Public Service in FY 2011.

⁽⁵⁾ Eight (8) grant-funded firefighter positions ended in FY 2014.

| | <u>FY 2010</u> | <u>FY 2011</u> | <u>FY 2012</u> | <u>FY 2013</u> | <u>FY 2014</u> | <u>FY 2015</u> | <u>FY 2016</u> | <u>FY 2017</u> |
|---|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Number of employees per 1,000 residents | 9.7 | 9.1 | 7.8 | 7.4 | 7.5 | 7.4 | 7.4 | 7.4 |

Fiscal Year 2016/2017 City Budget - All Funds \$199.7 Million



FY 2016/2017 City-Wide Budget by Department/Service Type

| <u>Department</u> | <u>General Fund</u> | <u>Other Funds</u> | <u>Total</u> | <u>Percent of Total Budget</u> |
|--|-----------------------|----------------------|-----------------------|--------------------------------|
| <u>General Government</u> | | | | |
| City Council | \$ 675,800 | \$ - | \$ 675,800 | |
| Internal Auditor | 202,200 | - | 202,200 | |
| Mayor's Office | 1,050,200 | - | 1,050,200 | |
| Financial Empowerment Center | 182,100 | - | 182,100 | |
| Office of Community Media | 415,600 | - | 415,600 | |
| City Attorney's Office | 1,880,700 | - | 1,880,700 | |
| City Clerk | 1,018,700 | - | 1,018,700 | |
| Courts | 6,247,400 | - | 6,247,400 | |
| Finance | 5,063,800 | - | 5,063,800 | |
| Human Resources | 2,115,000 | - | 2,115,000 | |
| Capital Improvements | 1,280,000 | 317,000 | 1,597,000 | |
| Library Building Rental | 165,000 | - | 165,000 | |
| Debt Service | 1,276,500 | 496,400 | 1,772,900 | |
| Subtotal - General Government | <u>\$ 21,573,000</u> | <u>\$ 813,400</u> | <u>\$ 22,386,400</u> | 11.21% |
| <u>Public Safety</u> | | | | |
| Police | \$ 39,355,280 | \$ 1,372,600 | \$ 40,727,880 | |
| Fire | 33,612,300 | - | 33,612,300 | |
| Subtotal - Public Safety | <u>\$ 72,967,580</u> | <u>\$ 1,372,600</u> | <u>\$ 74,340,180</u> | 37.22% |
| <u>Recreation & Culture</u> | | | | |
| Parks & Recreation - General Fund | \$ 7,893,900 | \$ - | \$ 7,893,900 | |
| Parks Capital Improvements | 770,000 | 770,000 | 1,540,000 | |
| Parks - Golf | 711,500 | 273,200 | 984,700 | |
| Parks - Cemeteries | 361,450 | 377,150 | 738,600 | |
| LEPFA/Stadium | 1,668,470 | 744,930 | 2,413,400 | |
| Subtotal - Recreation & Culture | <u>\$ 11,405,320</u> | <u>\$ 2,165,280</u> | <u>\$ 13,570,600</u> | 6.79% |
| <u>Community Development</u> | | | | |
| Planning & Neighborhood Development | \$ 1,115,500 | \$ 6,345,120 | \$ 7,460,620 | |
| Economic Development Corporation | 170,000 | - | 170,000 | |
| Downtown Lansing Incorporated | 133,400 | 667,300 | 800,700 | |
| Human Relations & Community Services Dept. | 1,249,200 | - | 1,249,200 | |
| Human Services | 1,537,500 | - | 1,537,500 | |
| City Supported Agencies | 331,400 | - | 331,400 | |
| Subtotal - Community Development | <u>\$ 4,537,000</u> | <u>\$ 7,012,420</u> | <u>\$ 11,549,420</u> | 5.78% |
| <u>Public Services</u> | | | | |
| Public Services | \$ 10,867,100 | \$ - | \$ 10,867,100 | |
| Public Services - Roads | 1,950,000 | 16,953,800 | 18,903,800 | |
| Public Services - Sewer | - | 34,113,000 | 34,113,000 | |
| Public Services - Refuse | - | 1,701,000 | 1,701,000 | |
| Public Services - Recycling | - | 3,987,500 | 3,987,500 | |
| Public Services - Fleet | 1,000,000 | - | 1,000,000 | |
| Subtotal - Public Services | <u>\$ 13,817,100</u> | <u>\$ 56,755,300</u> | <u>\$ 70,572,400</u> | 35.33% |
| Parking System | \$ - | \$ 8,106,000 | \$ 8,106,000 | 4.06% |
| Vacancy Factor | <u>\$ (800,000)</u> | <u>\$ -</u> | <u>\$ (800,000)</u> | |
| | <u>\$ 123,500,000</u> | <u>\$ 76,225,000</u> | <u>\$ 199,725,000</u> | |

Note: Transfers from other funds are netted out from expenditures so as not to overstate total funding.

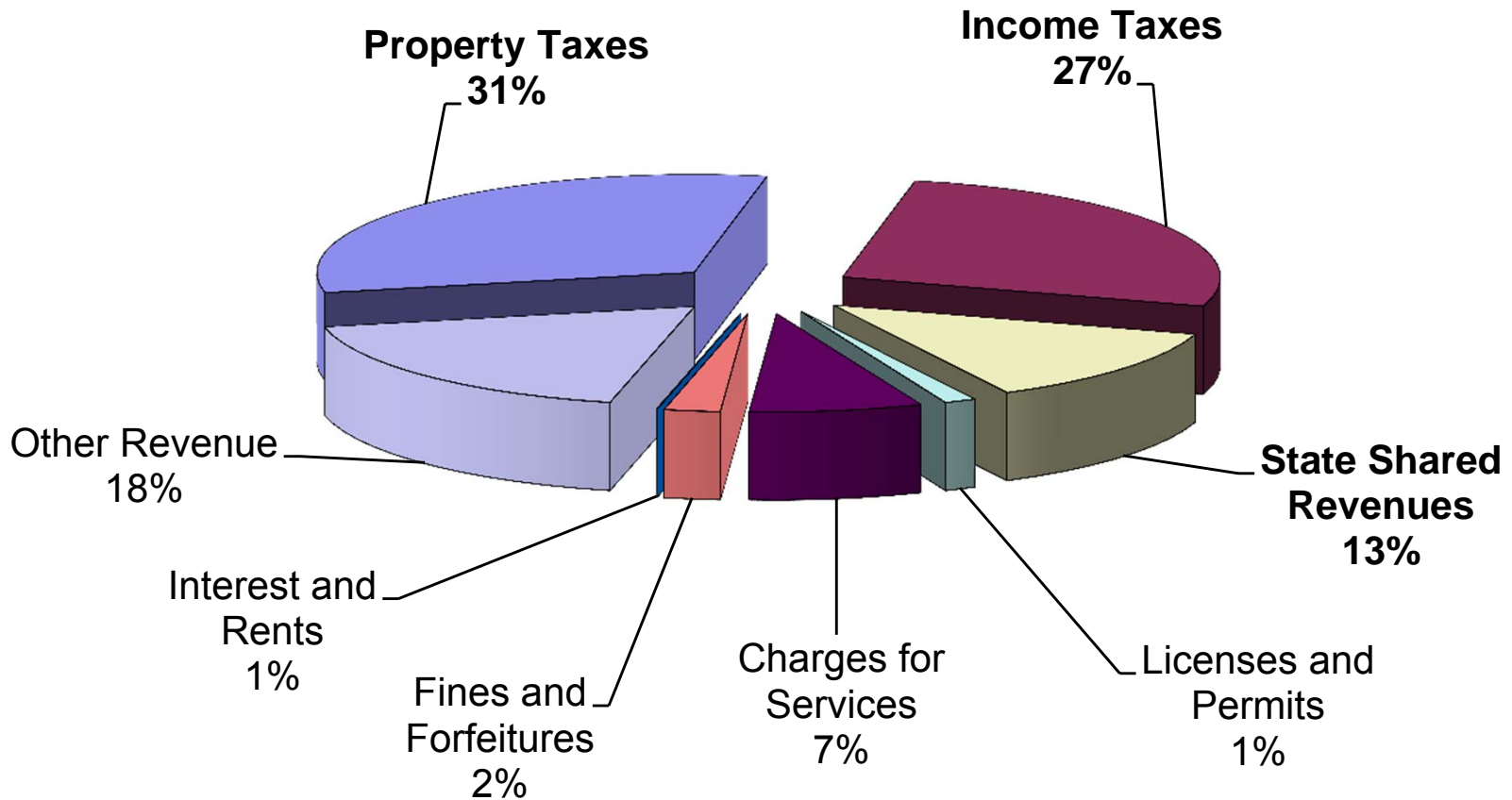
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Fund Summaries

Where the Money Comes From

FY 2016/2017 General Fund Budgeted Revenues

\$124,000,000



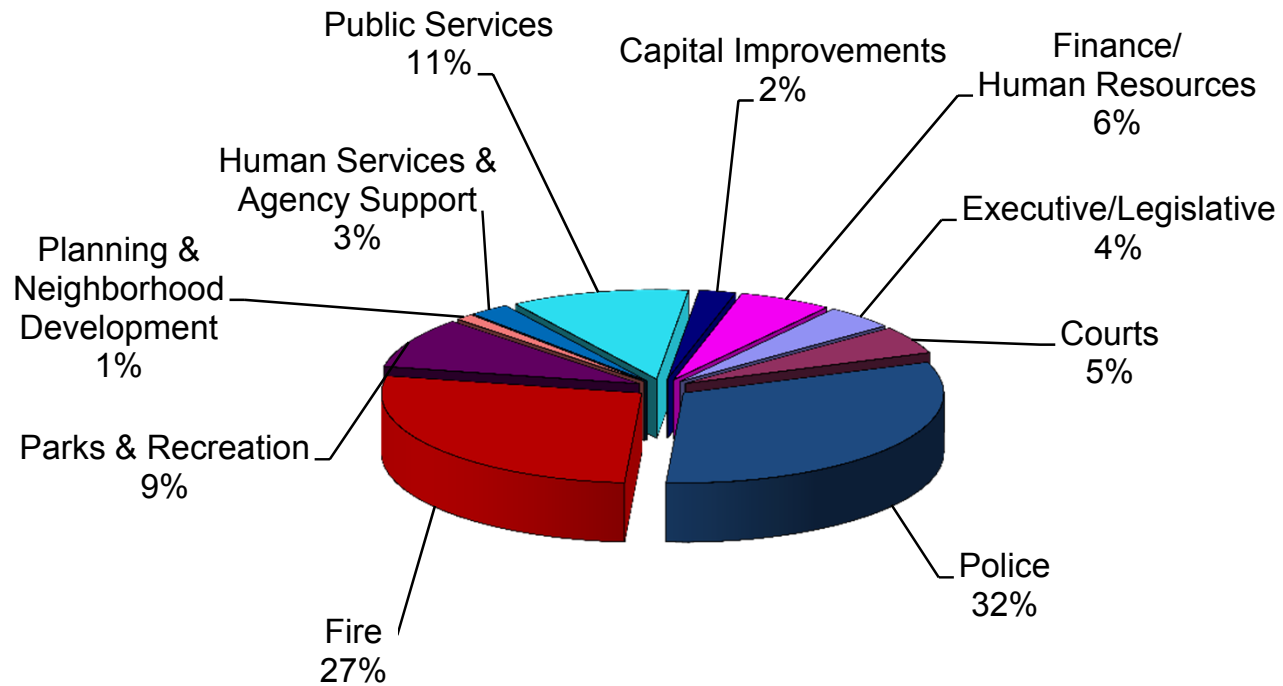
City of Lansing
Fiscal Year July 1, 2016 - June 30, 2017
General Fund Revenue (excluding use of reserves)

| | FY 2015 <u>Actual</u> | FY 2016 Amended <u>Budget</u> | FY 2016 <u>Projected</u> | FY 2017 <u>Proposed</u> | % Change FY16 Adopted FY17 Proposed |
|-------------------------------|--------------------------|-------------------------------------|-----------------------------|----------------------------|---|
| <u>Property Taxes</u> | | | | | |
| Non-Dedicated | \$ 29,088,054 | \$ 28,550,000 | \$ 28,743,500 | \$ 29,202,000 | 2.3% |
| Dedicated - Police | 2,822,250 | 2,865,000 | 2,865,000 | 2,925,000 | 2.1% |
| Dedicated - Fire | 2,822,250 | 2,865,000 | 2,865,000 | 2,925,000 | 2.1% |
| Dedicated - Roads | 1,881,500 | 1,910,000 | 1,910,000 | 1,950,000 | 2.1% |
| Dedicated - Parks | 1,881,500 | 1,910,000 | 1,910,000 | 1,950,000 | 2.1% |
| | <u>\$ 38,495,554</u> | <u>\$ 38,100,000</u> | <u>\$ 38,293,500</u> | <u>\$ 38,952,000</u> | 2.2% |
| Income Taxes | \$ 31,660,923 | \$ 32,150,000 | \$ 32,800,000 | \$ 33,150,000 | 3.1% |
| <u>State Revenues</u> | | | | | |
| State Revenue Sharing | \$ 13,919,567 | \$ 14,358,000 | \$ 13,936,000 | \$ 14,275,900 | |
| Fire Reimbursement Grants | 1,306,638 | 1,300,000 | 1,247,900 | 1,300,000 | |
| Liquor License Fee | 71,657 | 80,000 | 80,000 | 80,000 | |
| | <u>\$ 15,297,862</u> | <u>\$ 15,738,000</u> | <u>\$ 15,263,900</u> | <u>\$ 15,655,900</u> | -0.5% |
| <u>Licenses & Permits</u> | | | | | |
| Business Licenses | \$ 74,165 | \$ 81,300 | \$ 85,150 | \$ 87,800 | |
| Building Licenses & Permits | 23,860 | 28,700 | 27,850 | 29,200 | |
| Non-Business Licenses | 50,919 | 64,500 | 99,600 | 85,500 | |
| Cable Franchise Fees | 1,415,138 | 1,400,000 | 1,440,000 | 1,450,000 | |
| | <u>\$ 1,564,082</u> | <u>\$ 1,574,500</u> | <u>\$ 1,652,600</u> | <u>\$ 1,652,500</u> | 5.0% |
| <u>Charges for Services</u> | | | | | |
| Reimbursements | \$ 2,228,508 | \$ 2,341,500 | \$ 2,228,000 | \$ 2,366,500 | |
| Appeals & Petitions | 44,152 | 51,500 | 74,000 | 61,000 | |
| Code Compliance | 2,012,639 | 2,015,100 | 2,180,100 | 2,330,100 | |
| Public Safety | 3,340,506 | 3,719,000 | 3,605,800 | 3,655,000 | |
| Subscriptions and Information | 1,954 | 800 | 500 | 1,000 | |
| Work for Others | 26,604 | (4,700) | 87,300 | 37,300 | |
| Central Stores | 780 | 500 | 1,000 | 1,000 | |
| Recreation Fees | 662,985 | 566,700 | 669,300 | 701,600 | |
| | <u>\$ 8,318,128</u> | <u>\$ 8,690,400</u> | <u>\$ 8,846,000</u> | <u>\$ 9,153,500</u> | 5.3% |
| Fines & Forfeitures | \$ 2,618,281 | \$ 2,542,100 | \$ 2,956,000 | \$ 2,960,100 | 16.4% |
| <u>Interest & Rents</u> | | | | | |
| Interest Income | \$ 83,263 | \$ 36,500 | \$ 34,500 | \$ 38,500 | |
| Rental Income | - | - | - | - | |
| | <u>\$ 83,263</u> | <u>\$ 36,500</u> | <u>\$ 34,500</u> | <u>\$ 38,500</u> | 5.5% |
| <u>Return on Equity</u> | | | | | |
| Board of Water and Light | \$ 20,840,065 | \$ 21,700,000 | \$ 21,500,000 | \$ 21,700,000 | |
| Sewer Fund | 300,000 | 300,000 | 300,000 | 300,000 | |
| | <u>\$ 21,140,065</u> | <u>\$ 22,000,000</u> | <u>\$ 21,800,000</u> | <u>\$ 22,000,000</u> | 0.0% |
| <u>Other Revenues</u> | | | | | |
| Sale of Fixed Assets | \$ 110,533 | \$ 10,000 | \$ - | \$ 130,000 | |
| Donations & Contributions | 214,127 | 52,500 | 63,500 | 62,500 | |
| Miscellaneous | 222,892 | 121,000 | 128,000 | 128,000 | |
| | <u>\$ 547,552</u> | <u>\$ 183,500</u> | <u>\$ 191,500</u> | <u>\$ 320,500</u> | 74.7% |
| Total General Fund Revenues | | | | | |
| before Capital Fund Transfers | <u>\$ 119,725,710</u> | <u>\$ 121,015,000</u> | <u>\$ 121,838,000</u> | <u>\$ 123,883,000</u> | 2.4% |
| Transfers from Other Funds | \$ 1,309,090 | \$ 85,000 | \$ 85,000 | \$ 117,000 | 37.6% |
| Total General Fund Revenues | <u>\$ 121,034,800</u> | <u>\$ 121,100,000</u> | <u>\$ 121,923,000</u> | <u>\$ 124,000,000</u> | 2.4% |

How the Money Is Spent

FY 2016/2017 General Fund Budget

\$123,500,000



City of Lansing
Fiscal Year July 1, 2016 - June 30, 2017
General Fund Summary

| | FY 2015 <u>Actual</u> | FY 2016 Amended <u>Budget</u> | FY 2016 <u>Projected</u> | FY 2017 <u>Proposed</u> | % Change FY16 Adopted FY17 Proposed |
|---|--------------------------|-------------------------------------|-----------------------------|----------------------------|---|
| Beginning General Fund Balance | \$ 1,771,111 | \$ 3,818,585 | \$ 3,818,585 | \$ 6,684,871 | |
| Beginning Budget Stab. Fund Balance | 5,281,719 | 5,965,325 | 5,965,325 | 5,965,325 | |
| Total General Fund Reserves | <u>\$ 7,052,830</u> | <u>\$ 9,783,911</u> | <u>\$ 9,783,911</u> | <u>\$ 12,650,196</u> | |
| Revenues (detail on previous page) | \$ 121,034,800 | \$ 121,100,000 | \$ 121,923,000 | \$ 124,000,000 | |
| <u>Expenditures:</u> | | | | | |
| Council | \$ 631,898 | \$ 706,400 | \$ 683,280 | \$ 675,800 | -4.3% |
| Internal Audit | 202,336 | 209,200 | 168,000 | 202,200 | -3.3% |
| Mayor's Office | 878,708 | 1,230,100 | 1,003,559 | 1,050,200 | -14.6% |
| Office of Financial Empowerment | - | 60,000 | 60,000 | 182,100 | 203.5% |
| Office of Community Media | 357,808 | 394,200 | 377,681 | 415,600 | 5.4% |
| District Court | 5,601,583 | 6,089,200 | 5,918,275 | 6,012,800 | -1.3% |
| Circuit Court Building Rental | 215,155 | 224,000 | 221,315 | 234,600 | 4.7% |
| City Clerk's Office | 1,069,714 | 1,060,000 | 1,106,157 | 1,018,700 | -3.9% |
| Planning & Neighborhood Development | 793,451 | 910,600 | 860,908 | 1,115,500 | 22.5% |
| Finance | 4,565,105 | 5,092,600 | 4,809,023 | 5,063,800 | -0.6% |
| Human Resources | 1,370,845 | 2,052,900 | 1,973,764 | 2,115,000 | 3.0% |
| City Attorney's Office | 1,568,162 | 1,915,800 | 1,812,722 | 1,880,700 | -1.8% |
| Police | 38,152,438 | 37,801,800 | 37,614,744 | 38,952,900 | 3.0% |
| Fire | 33,232,868 | 33,840,200 | 32,542,515 | 33,612,300 | -0.7% |
| Public Service | 10,291,976 | 10,373,700 | 10,685,869 | 10,867,100 | 4.8% |
| Human Relations & Community Services | 956,313 | 1,128,200 | 1,077,686 | 1,249,200 | 10.7% |
| Parks & Recreation | 7,479,160 | 7,891,400 | 7,750,377 | 7,893,900 | 0.0% |
| Human Services | 1,337,269 | 1,520,000 | 1,520,000 | 1,537,500 | 1.2% |
| Non-Departmental Expenditures: | | | | | |
| Library Building Rental | 153,620 | 165,000 | 155,000 | 165,000 | 0.0% |
| Operating Subsidies to Other Funds | 2,538,373 | 2,781,600 | 2,781,600 | 3,447,200 | 23.9% |
| City Supported Agencies | 331,400 | 331,400 | 331,400 | 331,400 | 0.0% |
| Capital Improvements | 5,288,600 | 4,361,500 | 4,361,500 | 5,000,000 | 14.6% |
| Debt Service | 1,283,588 | 1,260,200 | 1,241,339 | 1,276,500 | 1.3% |
| Vacancy Factor | - | (800,000) | - | (800,000) | 0.0% |
| Total Expenditures | <u>\$ 118,300,370</u> | <u>\$ 120,600,000</u> | <u>\$ 119,056,715</u> | <u>\$ 123,500,000</u> | 2.4% |
| Fund Balance Increase/(Decrease) | \$ 2,734,430 | \$ 500,000 | \$ 2,866,285 | \$ 500,000 | |
| Changes for Fund Balance Restrictions | (3,342) | | | | |
| Total Ending Reserves | <u>\$ 9,783,911</u> | <u>\$ 10,283,911</u> | <u>\$ 12,650,196</u> | <u>\$ 13,150,196</u> | 27.9% |
| General Fund Reserves as a Percent of Revenues | 8.2% | 8.5% | 10.4% | 10.6% | |

Information regarding the budget for each of the departments listed above is contained in the Department Summary section of this document.

City of Lansing
Fiscal Year July 1, 2016 - June 30, 2017
Major Streets Special Revenue Fund

| | FY 2015 <u>Actual</u> | FY 2016 Adopted <u>Budget</u> | FY 2016 Projected <u>Projected</u> | FY 2017 <u>Proposed</u> | % Change FY16 Adopted FY17 Proposed |
|--|--------------------------|-------------------------------------|--|----------------------------|---|
| Beginning Fund Balance | \$ 3,960,219 | \$ 5,688,018 | \$ 5,688,018 | \$ 3,159,517 | |
| <u>Revenues</u> | | | | | |
| Gas & Weight Tax Receipts | \$ 6,637,895 | \$ 6,300,000 | \$ 6,300,000 | \$ 7,776,113 | 23.43% |
| Utility Permit Fees (Metro Act) | 377,520 | 425,000 | 390,000 | 400,000 | -5.88% |
| State Trunkline & Utility Cut Reimbursements | 1,317,365 | 1,450,925 | 1,615,686 | 1,409,000 | -2.89% |
| Interest Income | - | - | - | - | 0.00% |
| Miscellaneous Revenue | 716,406 | 266,035 | 1,377,385 | 492,433 | 85.10% |
| Transfer from General Fund | 1,529,281 | - | - | - | 0.00% |
| Total Revenues | \$ 10,578,467 | \$ 8,441,960 | \$ 9,683,071 | \$ 10,077,546 | 19.37% |
| <u>Expenditures</u> | | | | | |
| <u>Capital</u> | | | | | |
| Major Maintenance | \$ 1,978,570 | \$ 1,870,000 | \$ 3,269,309 | \$ 2,252,500 | 20.5% |
| Debt Service | 620,040 | 505,800 | 505,800 | 497,516 | -1.6% |
| Subtotal - Capital | \$ 2,598,610 | \$ 2,375,800 | \$ 3,775,109 | \$ 2,750,016 | 15.8% |
| <u>Operating</u> | | | | | |
| Administration & Engineering | \$ 1,472,937 | \$ 1,683,715 | \$ 1,550,856 | \$ 1,691,069 | 0.4% |
| Routine Road Maintenance | 2,280,195 | 2,316,000 | 2,114,866 | 2,328,564 | 0.5% |
| Bridge Maintenance | 42,126 | 88,050 | 80,623 | 86,891 | -1.3% |
| Winter Maint. - Snow Removal | 980,319 | 1,105,485 | 929,493 | 1,091,960 | -1.2% |
| Trunkline Maintenance | 493,488 | 580,600 | 559,266 | 559,000 | -3.7% |
| Traffic Administration | 13,259 | 50,000 | 50,000 | 50,000 | 0.0% |
| Traffic Maintenance | 439,734 | 654,000 | 604,409 | 684,000 | 4.6% |
| Subtotal - Operating | \$ 5,722,058 | \$ 6,477,850 | \$ 5,889,513 | \$ 6,491,484 | 0.2% |
| Transfer to Local Streets Fund | \$ 530,000 | \$ 2,546,950 | \$ 2,546,950 | \$ 2,000,000 | -21.5% |
| Total Expenditures | \$ 8,850,668 | \$ 11,400,600 | \$ 12,211,572 | \$ 11,241,500 | -1.4% |
| Fund Balance Increase/(Decrease) | \$ 1,727,799 | \$ (2,958,640) | \$ (2,528,501) | \$ (1,163,954) | |
| Ending Fund Balance | 5,688,018 | 2,729,378 | 3,159,517 | 1,995,563 | -26.9% |
| Amount Designated for Projects | (1,152,017) | | | | |
| Less: Amounts Held for Inventories | (872,009) | | | (900,000) | |
| Available Fund Balance | 3,663,992 | | | 1,095,563 | |
| Available Fund Balance as a Percent of Operational Revenues | 40.5% | | | 19.8% | |

This page is a presentation of the projected results of operations for Major Street (main artery road) operations. For narrative information of operations and a more detailed view of expenditures, please refer to the Major Street Fund in the Department Summary section, under the Public Service Department.

City of Lansing
Fiscal Year July 1, 2016 - June 30, 2017
Local Streets Special Revenue Fund

| | FY 2015 <u>Actual</u> | FY 2016 Adopted <u>Budget</u> | FY 2016 <u>Projected</u> | FY 2017 <u>Proposed</u> | % Change FY16 Adopted FY17 Proposed |
|--|--------------------------|-------------------------------------|-----------------------------|----------------------------|---|
| Beginning Fund Balance | \$ 2,323,103 | \$ 2,026,243 | \$ 2,026,243 | \$ 611,793 | |
| <u>Revenues</u> | | | | | |
| Gas & Weight Tax Receipts | \$ 1,940,986 | \$ 1,800,000 | \$ 1,800,000 | \$ 2,592,040 | 44.0% |
| Utility Cut Reimbursements | 752,592 | 750,000 | 717,860 | 750,000 | 0.0% |
| Interest Income | - | - | - | - | 0.0% |
| Miscellaneous Revenue | - | - | - | - | 0.0% |
| Transfer from General Fund | 950,000 | - | - | - | 0.0% |
| Transfer from General Fund - Millage | 1,877,600 | 1,910,000 | 1,910,000 | 1,950,000 | 2.1% |
| Transfer from Major Streets Fund | 530,000 | 2,546,950 | 2,546,950 | 2,000,000 | -21.5% |
| Total Revenues | \$ 6,051,178 | \$ 7,006,950 | \$ 6,974,810 | \$ 7,292,040 | 4.1% |
| <u>Expenditures</u> | | | | | |
| <u>Capital</u> | | | | | |
| Major Maintenance | \$ 280,966 | \$ 930,000 | \$ 2,257,724 | \$ 1,300,000 | 39.8% |
| Debt Service | 1,367,345 | 1,359,200 | 1,359,200 | 1,383,704 | 1.8% |
| Subtotal - Capital | \$ 1,648,311 | \$ 2,289,200 | \$ 3,616,924 | \$ 2,683,704 | |
| <u>Operating</u> | | | | | |
| Administration & Engineering | \$ 1,063,036 | \$ 1,171,765 | \$ 1,104,240 | \$ 1,179,493 | 0.7% |
| Surface Maintenance | 3,010,399 | 3,025,885 | 2,977,934 | 3,010,195 | -0.5% |
| Winter Maintenance | 529,804 | 703,450 | 567,402 | 689,908 | -1.9% |
| Traffic Administration | 9,820 | 30,000 | 30,000 | 30,000 | 0.0% |
| Traffic Maintenance | 86,668 | 122,700 | 92,760 | 119,000 | -3.0% |
| Subtotal - Operating | \$ 4,699,727 | \$ 5,053,800 | \$ 4,772,336 | \$ 5,028,596 | -0.5% |
| Total Expenditures | \$ 6,348,038 | \$ 7,343,000 | \$ 8,389,260 | \$ 7,712,300 | 5.0% |
| Fund Balance Increase/(Decrease) | \$ (296,860) | \$ (336,050) | \$ (1,414,450) | \$ (420,260) | |
| Ending Fund Balance | 2,026,243 | 1,690,193 | 611,793 | 191,533 | -88.7% |
| Amount Designated for Projects | (1,343,646) | | | | |
| Less: Amounts Held for Inventories | - | | | (12,000) | |
| Available Fund Balance | 682,597 | | | 179,533 | |
| Available Fund Balance as a Percent of Operational Revenues | 11.3% | | | 2.6% | |

This page is a presentation of the projected results of operations for Local (local access) Street operations. For narrative information of operations and a more detailed view of expenditures, please refer to the Local Street Fund in the Department Summary section, under the Public Service Department.

City of Lansing
Fiscal Year July 1, 2016 - June 30, 2017
Federal Drug Enforcement Special Revenue Fund

| | <u>FY 2015 Actual</u> | <u>FY 2016 Adopted Budget</u> | <u>FY 2016 Projected</u> | <u>FY 2017 Proposed</u> | <u>% Change FY16 Adopted FY17 Proposed</u> |
|--------------------------------------|---------------------------|---------------------------------------|------------------------------|-----------------------------|--|
| Beginning Fund Balance | \$ 90,093 | \$ 306,810 | \$ 306,810 | \$ 306,810 | |
| <u>Revenues</u> | | | | | |
| Drug Forfeiture Revenues | \$ 366,028 | \$ - | \$ - | \$ - | 0.0% |
| Transfers In | - | - | - | - | 0.0% |
| Interest Income | - | - | - | - | 0.0% |
| Total Revenues | <u>\$ 366,028</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | 0.0% |
| <u>Expenditures</u> | | | | | |
| Operations | 149,311 | - | - | 306,800 | 100.0% |
| Total Expenditures | <u>\$ 149,311</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 306,800</u> | 0.0% |
| Fund Balance Increase/(Decrease) | \$ 216,717 | \$ - | \$ - | \$ (306,800) | |
| Ending Fund Balance | \$ 306,810 | \$ 306,810 | \$ 306,810 | \$ 10 | -100.0% |

This page is a presentation of the projected results of operations for Federal Drug Enforcement operations. For narrative information of operations and a more detailed view of expenditures, please refer to the Federal Drug Enforcement Fund in the Department Summary section, under the Police Department.

City of Lansing
Fiscal Year July 1, 2016 - June 30, 2017
State/Local Drug Enforcement Special Revenue Fund

| | <u>FY 2015 Actual</u> | <u>FY 2016 Adopted Budget</u> | <u>FY 2016 Projected</u> | <u>FY 2017 Proposed</u> | <u>% Change FY16 Adopted FY17 Proposed</u> |
|--------------------------------------|---------------------------|---------------------------------------|------------------------------|-----------------------------|--|
| Beginning Fund Balance | \$ 299,614 | \$ 401,148 | \$ 401,148 | \$ 331,640 | |
| <u>Revenues</u> | | | | | |
| Drug Forfeiture Revenues | \$ 207,577 | \$ - | \$ 321,092 | \$ - | 0.0% |
| Interest Income | - | - | - | - | 0.0% |
| Total Revenues | <u>\$ 207,577</u> | <u>\$ -</u> | <u>\$ 321,092</u> | <u>\$ -</u> | 0.0% |
| <u>Expenditures</u> | | | | | |
| Operations | \$ 106,043 | \$ 280,650 | \$ 390,600 | \$ 215,800 | -23.1% |
| Total Expenditures | <u>\$ 106,043</u> | <u>\$ 280,650</u> | <u>\$ 390,600</u> | <u>\$ 215,800</u> | -23.1% |
| Fund Balance Increase/(Decrease) | \$ 101,534 | \$ (280,650) | \$ (69,508) | \$ (215,800) | |
| Ending Fund Balance | \$ 401,148 | \$ 120,498 | \$ 331,640 | \$ 115,840 | 100.0% |

This page is a presentation of the projected results of operations for State/Local Drug Enforcement operations. For narrative information of operations and a more detailed view of expenditures, please refer to the State/Local Drug Enforcement Fund in the Department Summary section, under the Police Department.

City of Lansing
Fiscal Year July 1, 2016 - June 30, 2017
Drug Law Enforcement - Tri-County Metro Special Revenue Fund

| | FY 2015 <u>Actual</u> | FY 2016 <u>Adopted Budget</u> | FY 2016 <u>Projected</u> | FY 2017 <u>Proposed</u> | % Change <u>FY16 Adopted FY17 Proposed</u> |
|----------------------------------|--------------------------|--------------------------------------|-----------------------------|----------------------------|---|
| Beginning Fund Balance | \$ 694,663 | \$ 694,664 | \$ 694,664 | \$ 694,664 | |
| <u>Revenues</u> | | | | | |
| Drug Forfeiture Revenues | \$ 248,768 | \$ 424,720 | \$ 424,720 | \$ 425,000 | 0.1% |
| Contributions from Local Units | 425,000 | 424,780 | 424,780 | 425,000 | 0.1% |
| Interest Income | - | - | - | - | |
| Total Revenues | <u>\$ 673,768</u> | <u>\$ 849,500</u> | <u>\$ 849,500</u> | <u>\$ 850,000</u> | 0.1% |
| <u>Expenditures</u> | | | | | |
| Ingham-Eaton-Clinton Task Force | \$ 673,767 | \$ 849,500 | \$ 849,500 | \$ 850,000 | 0.1% |
| Total Expenditures | <u>\$ 673,767</u> | <u>\$ 849,500</u> | <u>\$ 849,500</u> | <u>\$ 850,000</u> | 0.1% |
| Fund Balance Increase/(Decrease) | \$ 1 | \$ - | \$ - | \$ - | |
| Ending Fund Balance | \$ 694,664 | \$ 694,664 | \$ 694,664 | \$ 694,664 | 0.0% |

This page is a presentation of the projected results of operations for Drug Enforcement operations. For narrative information of operations and a more detailed view of expenditures, please refer to the Tri-County Metro Special Revenue Fund in the Department Summary section, under the Police Department.

City of Lansing
Fiscal Year July 1, 2016 - June 30, 2017
Building Safety Special Revenue Fund

| | <u>FY 2015 Actual</u> | <u>FY 2016 Adopted Budget</u> | <u>FY 2016 Projected</u> | <u>FY 2017 Proposed</u> | <u>% Change FY16 Adopted FY17 Proposed</u> |
|----------------------------------|---------------------------|---------------------------------------|------------------------------|-----------------------------|--|
| Beginning Fund Balance | \$ 168,229 | \$ 10,000 | \$ 10,000 | \$ 69,427 | |
| <u>Revenues</u> | | | | | |
| Licenses & Permits | \$ 2,084,897 | \$ 2,251,380 | \$ 2,194,583 | \$ 2,458,400 | 9.2% |
| Charges for Services | 2,114 | 1,330 | 1,855 | 1,550 | 16.5% |
| Miscellaneous | 275 | 150 | 175 | 200 | |
| Transfer from General Fund | - | 191,140 | 191,140 | - | -100.0% |
| Total Revenues | <u>\$ 2,087,286</u> | <u>\$ 2,444,000</u> | <u>\$ 2,387,753</u> | <u>\$ 2,460,150</u> | 0.7% |
| Expenditures | <u>\$ 2,245,515</u> | <u>\$ 2,444,000</u> | <u>\$ 2,328,326</u> | <u>\$ 2,451,000</u> | 0.3% |
| Fund Balance Increase/(Decrease) | \$ (158,229) | \$ - | \$ 59,427 | \$ 9,150 | |
| Ending Fund Balance | \$ 10,000 | \$ 10,000 | \$ 69,427 | \$ 78,577 | |

This page is a presentation of the projected results of operations for Building Safety operations. For narrative information of operations and a more detailed view of expenditures, please refer to the Building Safety Fund in the Department Summary section, under Planning and Neighborhood Development.

City of Lansing
Fiscal Year July 1, 2016 - June 30, 2017
Federal Entitlement Grant Special Revenue Funds

| | FY 2015 <u>Actual</u> | FY 2016 Adopted <u>Budget</u> | FY 2016 <u>Projected</u> | FY 2017 <u>Proposed</u> | % Change FY16 Adopted FY17 Proposed |
|---|--------------------------|-------------------------------------|-----------------------------|----------------------------|---|
| COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) | | | | | |
| <u>Revenues</u> | | | | | |
| Federal Grants | \$ 2,124,394 | \$ 2,414,490 | \$ 2,441,026 | \$ 3,100,983 | 28.4% |
| Total CDBG Revenues | <u>\$ 2,124,394</u> | <u>\$ 2,414,490</u> | <u>\$ 2,441,026</u> | <u>\$ 3,100,983</u> | 28.4% |
| <u>Expenditures</u> | | | | | |
| General Administration | \$ 365,935 | \$ 407,635 | \$ 415,807 | \$ 565,693 | 38.8% |
| Single Family Rehab Program | 870,388 | 1,576,895 | 1,594,429 | 2,017,371 | 27.9% |
| Public Improvements | (4,558) | - | - | - | 0.0% |
| Land Acquisition | 156,920 | 1,000 | 1,000 | 1,000 | 0.0% |
| Weatherization | 28,125 | 30,000 | 30,000 | 30,000 | 0.0% |
| Neighborhood Community Services | 627,866 | 269,900 | 270,730 | 277,859 | 2.9% |
| Economic Development | 79,722 | 129,060 | 129,060 | 209,060 | 62.0% |
| Total CDBG Expenditures | <u>\$ 2,124,398</u> | <u>\$ 2,414,490</u> | <u>\$ 2,441,026</u> | <u>\$ 3,100,983</u> | 28.4% |
| HOME GRANT | | | | | |
| <u>Revenues</u> | | | | | |
| Federal Grants | \$ 1,268,904 | \$ 1,567,837 | \$ 1,567,742 | \$ 604,147 | -61.5% |
| Program Income | 18,836 | 20,000 | 16,406 | 21,749 | |
| Total HOME Grant Revenues | <u>\$ 1,287,740</u> | <u>\$ 1,587,837</u> | <u>\$ 1,584,148</u> | <u>\$ 625,896</u> | -60.6% |
| <u>Expenditures</u> | | | | | |
| General Administration | \$ 334,058 | \$ 544,523 | \$ 544,552 | \$ 322,422 | -40.8% |
| Single Family Building Rehab | 375,275 | 528,746 | 615,976 | 75,616 | -85.7% |
| HOME Rehab. LISC & HRC | 578,408 | 514,568 | 423,620 | 227,858 | -55.7% |
| Total HOME Expenditures | <u>\$ 1,287,741</u> | <u>\$ 1,587,837</u> | <u>\$ 1,584,148</u> | <u>\$ 625,896</u> | -60.6% |
| EMERGENCY SOLUTIONS GRANT (ESG) | | | | | |
| <u>Revenues</u> | | | | | |
| Federal Grants | \$ 309,346 | \$ 166,686 | \$ 166,686 | \$ 167,841 | 0.7% |
| Total ESG Revenues | <u>\$ 309,346</u> | <u>\$ 166,686</u> | <u>\$ 166,686</u> | <u>\$ 167,841</u> | 0.7% |
| <u>Expenditures</u> | | | | | |
| Emergency Shelter Operations | \$ 309,346 | \$ 166,686 | \$ 166,689 | \$ 167,841 | 0.7% |
| Total ESG Expenditures | <u>\$ 309,346</u> | <u>\$ 166,686</u> | <u>\$ 166,689</u> | <u>\$ 167,841</u> | 0.7% |

This page is a presentation of the projected results of operations for the City's Community Development Block Grant (CDBG), HOME, and Emergency Shelter Grant (ESG) operations. For narrative information of operations and a more detailed view of expenditures, please refer to Planning and Neighborhood Development in the Department Summary section.

City of Lansing
Fiscal Year July 1, 2016 - June 30, 2017
Cooley Law School Stadium Special Revenue Fund

| | <u>FY 2015 Actual</u> | <u>FY 2016 Adopted Budget</u> | <u>FY 2016 Projected</u> | <u>FY 2017 Proposed</u> | <u>% Change FY16 Adopted FY17 Proposed</u> |
|--|---------------------------|---------------------------------------|------------------------------|-----------------------------|--|
| Beginning Fund Balance | \$ - | \$ 328,510 | \$ 328,510 | \$ 99,990 | |
| <u>Revenues</u> | | | | | |
| Operating Revenues | \$ 314,270 | \$ 380,000 | \$ 400,000 | \$ 400,000 | 5.3% |
| Olds Park Stadium Naming Rights | 118,165 | 120,000 | 120,000 | 120,000 | 0.0% |
| Reimbursements | - | 22,000 | 22,000 | 124,940 | 467.9% |
| Interest Income | - | - | - | - | |
| Transfer from General Fund | - | - | - | 411,170 | |
| Total Revenues | <u>\$ 432,435</u> | <u>\$ 522,000</u> | <u>\$ 542,000</u> | <u>\$ 1,056,110</u> | 102.3% |
| <u>Expenditures</u> | | | | | |
| Debt Service | \$ 53,925 | \$ 770,600 | \$ 770,520 | \$ 1,156,100 | 50.0% |
| Operating | \$ 50,000 | \$ - | \$ - | \$ - | |
| Total Expenditures | <u>\$ 103,925</u> | <u>\$ 770,600</u> | <u>\$ 770,520</u> | <u>\$ 1,156,100</u> | 50.0% |
| Fund Balance Increase/(Decrease) | \$ 328,510 | \$ (248,600) | \$ (228,520) | \$ (99,990) | |
| Ending Fund Balance | \$ 328,510 | \$ 79,910 | \$ 99,990 | \$ - | 0% |
| Fund Balance as a Percent of Operational Revenues | 76.0% | 15.3% | 18.4% | 0.0% | |

This page is a presentation of the projected results of operations for City support of Cooley Law School stadium operations.

City of Lansing
Fiscal Year July 1, 2016 - June 30, 2017
Municipal Parking System Enterprise Fund

| | FY 2015 <u>Actual</u> | FY 2016 Adopted <u>Budget</u> | FY 2016 <u>Projected</u> | FY 2017 <u>Proposed</u> | % Change FY16 Adopted FY17 Proposed |
|-------------------------------------|--------------------------|-------------------------------------|-----------------------------|----------------------------|---|
| Beginning Working Capital | \$ 8,833,620 | \$ 10,087,884 | \$ 10,087,884 | \$ 8,306,642 | |
| <u>Revenues</u> | | | | | |
| Parking Revenue | \$ 6,354,691 | \$ 6,573,350 | \$ 6,191,019 | \$ 6,210,750 | -5.5% |
| Baseball Revenue | 52,501 | 45,000 | 45,000 | 45,000 | 0.0% |
| Parking Fines | 581,065 | 600,000 | 442,089 | 500,000 | -16.7% |
| Interest | 1,098 | 1,740 | 450 | - | 100.0% |
| Other Revenue | 939,794 | 545,626 | 23,841 | 1,044,826 | |
| Total Revenues | <u>\$ 7,929,150</u> | <u>\$ 7,765,716</u> | <u>\$ 6,702,399</u> | <u>\$ 7,800,576</u> | 0.4% |
| <u>Expenditures</u> | | | | | |
| Administration | \$ 1,452,703 | \$ 1,799,472 | \$ 1,643,797 | \$ 2,068,064 | 14.9% |
| Operations | 1,243,293 | 1,548,720 | 1,523,144 | 1,492,868 | -3.6% |
| Maintenance | 312,187 | 580,000 | 580,000 | 545,500 | -5.9% |
| South Capital Avenue Ramp | 132,134 | 480,000 | 495,000 | 430,000 | -10.4% |
| North Grand Avenue Ramp | 357,310 | 507,700 | 478,400 | 259,000 | -49.0% |
| North Capital Avenue Ramp | 334,474 | 348,740 | 338,474 | 367,000 | 5.2% |
| Townsend Street Ramp | 151,276 | 205,000 | 205,000 | 255,000 | 24.4% |
| Baseball Operations | 24,884 | 67,343 | 16,301 | 24,183 | 100.0% |
| Debt Service | 2,666,625 | 3,203,525 | 3,203,525 | 2,664,385 | -16.8% |
| Total Expenditures | <u>\$ 6,674,886</u> | <u>\$ 8,740,500</u> | <u>\$ 8,483,641</u> | <u>\$ 8,106,000</u> | -7.3% |
| Working Capital Increase/(Decrease) | \$ 1,254,264 | \$ (974,784) | \$ (1,781,242) | \$ (305,424) | |
| Ending Working Capital | \$ 10,087,884 | \$ 9,113,100 | \$ 8,306,642 | \$ 8,001,218 | -12.2% |

This page is a presentation of the projected results of operations for Parking operations. For narrative information of operations and a more detailed view of expenditures, please refer to the Parking Fund in the Department Summary section, under Planning and Neighborhood Development.

City of Lansing
Fiscal Year July 1, 2016 - June 30, 2017
Sewage Disposal System Enterprise Fund

| | FY 2015 <u>Actual</u> | FY 2016 Adopted <u>Budget</u> | FY 2016 <u>Projected</u> | FY 2017 <u>Proposed</u> | % Change FY16 Adopted FY17 Proposed |
|-------------------------------------|--------------------------|-------------------------------------|-----------------------------|----------------------------|---|
| Beginning Working Capital | \$ 31,805,407 | \$ 32,676,833 | \$ 32,676,833 | \$ 30,250,705 | |
| <u>Revenues</u> | | | | | |
| Sewer Charges | \$ 31,730,476 | \$ 32,645,100 | \$ 32,645,099 | \$ 33,305,000 | 2.0% |
| Interest Income | 203,229 | 191,250 | 191,250 | 174,320 | -8.9% |
| Low Income Credit | (60) | (2,000) | (1,500) | (2,000) | 0.0% |
| Miscellaneous Income | 18,432 | 10,000 | 8,000 | 7,500 | -25.0% |
| Total Revenues | <u>\$ 31,952,077</u> | <u>\$ 32,844,350</u> | <u>\$ 32,842,849</u> | <u>\$ 33,484,820</u> | 2.0% |
| <u>Expenditures</u> | | | | | |
| Administration & General | \$ 10,266,274 | \$ 11,802,041 | \$ 10,988,130 | \$ 11,680,477 | -1.0% |
| Sewer Maintenance | 1,378,085 | 2,464,200 | 2,054,912 | 2,430,278 | -1.4% |
| Pumping Stations | 1,292,009 | 1,533,532 | 1,364,450 | 1,527,317 | -0.4% |
| Industrial Laboratory | 213,185 | 264,743 | 218,148 | 288,462 | 9.0% |
| Return on Equity - General Fund | 300,000 | 300,000 | 300,000 | 300,000 | 0.0% |
| Total Expenses | <u>\$ 13,449,553</u> | <u>\$ 16,364,516</u> | <u>\$ 14,925,640</u> | <u>\$ 16,226,534</u> | -0.8% |
| Debt Service | \$ 16,125,937 | \$ 15,980,784 | \$ 15,980,784 | \$ 15,336,466 | -4.0% |
| Capital Projects | \$ 1,505,161 | \$ 1,690,000 | \$ 4,362,554 | \$ 2,550,000 | 50.9% |
| Total Budgeted Uses | <u>\$ 31,080,651</u> | <u>\$ 34,035,300</u> | <u>\$ 35,268,978</u> | <u>\$ 34,113,000</u> | 0.2% |
| Working Capital Increase/(Decrease) | \$ 871,426 | \$ (1,190,950) | \$ (2,426,128) | \$ (628,180) | |
| Ending Working Capital | \$ 32,676,833 | \$ 31,485,883 | \$ 30,250,705 | \$ 29,622,525 | |

This page is a presentation of the projected results of operations of the City's sanitary sewer operations. For narrative information of operations and a more detailed view of expenditures, please refer to the Sewer Fund in the Department Summary section, under the Public Service Department.

City of Lansing
Fiscal Year July 1, 2016 - June 30, 2017
Refuse Disposal System Enterprise Fund

| | <u>FY 2015 Actual</u> | <u>FY 2016 Adopted Budget</u> | <u>FY 2016 Projected</u> | <u>FY 2017 Proposed</u> | <u>% Change FY16 Adopted FY17 Proposed</u> |
|-------------------------------------|---------------------------|---------------------------------------|------------------------------|-----------------------------|--|
| Beginning Working Capital | \$ 65,124 | \$ 97,452 | \$ 97,452 | \$ 139,247 | |
| <u>Revenues</u> | | | | | |
| Operating Income | \$ 1,738,271 | \$ 1,672,054 | \$ 1,685,233 | \$ 1,795,090 | 7.4% |
| Interest Income | 6,728 | 7,500 | 6,449 | 7,000 | |
| Total Revenues | <u>\$ 1,744,999</u> | <u>\$ 1,679,554</u> | <u>\$ 1,691,682</u> | <u>\$ 1,802,090</u> | 7.3% |
| <u>Expenditures</u> | | | | | |
| Bag Refuse Disposal | \$ 1,712,671 | \$ 1,687,600 | \$ 1,649,887 | \$ 1,701,000 | 0.8% |
| Total Expenditures | <u>\$ 1,712,671</u> | <u>\$ 1,687,600</u> | <u>\$ 1,649,887</u> | <u>\$ 1,701,000</u> | 0.8% |
| Working Capital Increase/(Decrease) | \$ 32,328 | \$ (8,046) | \$ 41,795 | \$ 101,090 | |
| Ending Working Capital | \$ 97,452 | \$ 89,406 | \$ 139,247 | \$ 240,337 | |

This page is a presentation of the projected results of operations of the City's garbage collection operations. For narrative information of operations and a more detailed view of expenditures, please refer to the Garbage and Refuse Fund in the Department Summary section, under the Public Service Department.

City of Lansing
Fiscal Year July 1, 2016 - June 30, 2017
Municipal Recycling Enterprise Fund

| | FY 2015 <u>Actual</u> | FY 2016 Adopted <u>Budget</u> | FY 2016 <u>Projected</u> | FY 2017 <u>Proposed</u> | % Change FY16 Adopted FY17 Proposed |
|-------------------------------------|--------------------------|-------------------------------------|-----------------------------|----------------------------|---|
| Beginning Working Capital | \$ 1,399,451 | \$ 1,493,202 | \$ 1,493,202 | \$ 1,245,462 | |
| <u>Revenues</u> | | | | | |
| Operating Income | \$ 3,624,671 | \$ 3,623,000 | \$ 3,580,968 | \$ 3,636,000 | 0.36% |
| Sale of Recycled Materials | - | 6,000 | - | - | -100.00% |
| Interest Income | - | - | - | - | 0.00% |
| Bond Proceeds | - | - | - | - | |
| Total Revenues | <u>\$ 3,624,671</u> | <u>\$ 3,629,000</u> | <u>\$ 3,580,968</u> | <u>\$ 3,636,000</u> | 0.19% |
| <u>Expenditures</u> | | | | | |
| Recycling Operations | \$ 2,318,261 | \$ 2,602,179 | \$ 2,502,834 | \$ 2,605,875 | 0.14% |
| Composting | 1,212,659 | 1,409,021 | 1,325,874 | 1,381,625 | -1.94% |
| Capital | - | - | - | - | |
| Total Expenditures | <u>\$ 3,530,920</u> | <u>\$ 4,011,200</u> | <u>\$ 3,828,708</u> | <u>\$ 3,987,500</u> | -0.59% |
| Working Capital Increase/(Decrease) | \$ 93,751 | \$ (382,200) | \$ (247,740) | \$ (351,500) | |
| Ending Working Capital | \$ 1,493,202 | \$ 1,111,002 | \$ 1,245,462 | \$ 893,962 | -19.54% |

This page is a presentation of the projected results of operations of the City's recycling operations. For narrative information of operations and a more detailed view of expenditures, please refer to the Recycling Fund in the Department Summary section, under the Public Service Department.

City of Lansing
Fiscal Year July 1, 2016 - June 30, 2017
Municipal Cemeteries Enterprise Fund

| | <u>FY 2015 Actual</u> | <u>FY 2016 Adopted Budget</u> | <u>FY 2016 Projected</u> | <u>FY 2017 Proposed</u> | <u>% Change FY16 Adopted FY17 Proposed</u> |
|-------------------------------------|---------------------------|---------------------------------------|------------------------------|-----------------------------|--|
| Beginning Working Capital | \$ 147,571 | \$ 253,997 | \$ 253,997 | \$ 263,459 | |
| <u>Revenues</u> | | | | | |
| Cemetery Service Revenue | \$ 195,044 | \$ 209,300 | \$ 191,020 | \$ 184,218 | -12.0% |
| Sale of Lots | 137,085 | 73,500 | 85,000 | 70,000 | -4.8% |
| Other | 3,250 | 6,000 | 13,000 | 9,100 | 51.7% |
| Transfer from Perpetual Care | 4,575 | 6,700 | 5,000 | 5,000 | 100.0% |
| Transfer from Parks Millage Fund | 412,120 | 425,800 | 425,800 | 361,450 | |
| Total Revenues | <u>\$ 752,074</u> | <u>\$ 721,300</u> | <u>\$ 719,820</u> | <u>\$ 629,768</u> | -12.7% |
| <u>Expenditures</u> | | | | | |
| Administration | \$ 197,973 | \$ 216,939 | \$ 213,332 | \$ 219,213 | 1.0% |
| Cemetery Ground Maintenance | 419,788 | 488,711 | 469,139 | 491,500 | 0.6% |
| Transfer to Perpetual Care Fund | 27,887 | 15,650 | 27,887 | 27,887 | 78.2% |
| Total Expenditures | <u>\$ 645,648</u> | <u>\$ 721,300</u> | <u>\$ 710,358</u> | <u>\$ 738,600</u> | 2.4% |
| Working Capital Increase/(Decrease) | \$ 106,426 | \$ - | \$ 9,462 | \$ (108,832) | |
| Ending Working Capital | \$ 253,997 | \$ 253,997 | \$ 263,459 | \$ 154,627 | |

This page is a presentation of the projected results of operations for the operations of the City's Evergreen, Mt. Hope, and North Cemetery operations. For narrative information of operations and a more detailed view of expenditures, please refer to the Cemetery Fund in the Department Summary section, under Parks and Recreation.

City of Lansing
Fiscal Year July 1, 2016 - June 30, 2017
Municipal Golf Courses Enterprise Fund

| | FY 2015 <u>Actual</u> | FY 2016 Adopted <u>Budget</u> | FY 2016 <u>Projected</u> | FY 2017 <u>Proposed</u> | % Change FY16 Adopted FY17 Proposed |
|---|--------------------------|-------------------------------------|-----------------------------|----------------------------|---|
| Beginning Working Capital | \$ 19,256 | \$ 67,395 | \$ 67,395 | \$ 35,500 | |
| <u>Revenues</u> | | | | | |
| Greens Fees | \$ 232,762 | \$ 238,000 | \$ 194,373 | \$ 170,000 | -28.6% |
| Equipment Rentals | 109,586 | 105,200 | 87,288 | 87,500 | -16.8% |
| Concessions | 21,274 | 24,450 | 15,770 | 15,700 | -35.8% |
| Other Revenue | (63) | - | (128) | - | 0.0% |
| Transfers In - Parks Millage | 555,200 | 518,350 | 555,200 | 711,500 | 37.3% |
| Total Revenues | <u>\$ 918,759</u> | <u>\$ 886,000</u> | <u>\$ 852,503</u> | <u>\$ 984,700</u> | 11.1% |
| <u>Expenditures</u> | | | | | |
| Groesbeck Golf Course | \$ 835,315 | \$ 851,000 | \$ 849,398 | \$ 949,700 | 11.6% |
| Sycamore Golf Course | 35,305 | 35,000 | 35,000 | 35,000 | 0.0% |
| Total Expenditures | <u>\$ 870,620</u> | <u>\$ 886,000</u> | <u>\$ 884,398</u> | <u>\$ 984,700</u> | 11.1% |
| Working Capital Increase/(Decrease) | \$ 48,139 | \$ - | \$ (31,895) | \$ - | |
| Ending Working Capital | \$ 67,395 | \$ 67,395 | \$ 35,500 | \$ 35,500 | |

This page is a presentation of the projected results of operations for the operations of the City's Groesbeck and Sycamore golf course operations. For narrative information of operations and a more detailed view of expenditures, please refer to the Golf Fund in the Department Summary section, under Parks and Recreation.

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Department Summaries

City Council

Description

As the City's legislative branch, the City Council is responsible for the adoption and amendment of ordinances in accordance with the City Charter and State law. The City Council is also vested with oversight and investigative powers and is charged with creating City policy through the adoption of resolutions. At Council Committee of the Whole and regularly scheduled Committee meetings, Council reviews proposals from the Administration and offers citizens an opportunity to make suggestions for the improvement of the City and City operations. The City Council, as required by Charter, adopts an annual City budget, designating appropriations and the amount to be raised by taxation for general purposes and payment of principal and interest on its indebtedness. The Council also works directly with other governmental, business, and community groups to resolve regional and neighborhood issues.

CITY COUNCIL

| | FY 2015 <u>Actual</u> | FY 2016 Adopted <u>Budget</u> | FY 2016 Projected <u>Projected</u> | FY 2017 Proposed <u>Proposed</u> | % Change FY16 Adopted FY17 Proposed <u>FY17 Proposed</u> |
|--|--------------------------|-------------------------------------|--|--|---|
| <u>Department Appropriation</u> | | | | | |
| Personnel | \$ 428,434 | \$ 489,340 | \$ 471,210 | \$ 481,375 | -1.6% |
| Operating | 203,464 | 217,060 | 212,070 | 194,425 | -10.4% |
| Total | <u>\$ 631,898</u> | <u>\$ 706,400</u> | <u>\$ 683,280</u> | <u>\$ 675,800</u> | -4.3% |

Budgetary Explanations

No significant operational changes are proposed for FY 2017.

The decrease in personnel costs from the FY 2016 adopted budget is due to a combination of less-than-anticipated retiree healthcare costs in FY 2016 and a short-term decrease in projected pension costs for FY 2017 for full-time Council staff. The decrease in operating costs is due to a change in the method used for the allocation of information technology costs.

INTERNAL AUDIT

Description

The Internal Auditor is established by City Charter to review the City's financial compliance in accordance with Council policy. The Internal Auditor works under the direction of the City Council in reviewing external audits of financial transactions and procedures. The Internal Auditor also performs routine audits of other City business. The Internal Auditor is appointed by and is responsible to the City Council. The mission of the Internal Auditor's office is to follow the City Charter, to improve the accountability for public funds and to improve operations of city government for the benefit of the citizens of the City of Lansing.

INTERNAL AUDIT

| | FY 2015 | FY 2016 | FY 2016 | FY 2017 | % Change |
|--|-------------------|-------------------|-------------------|-------------------|---|
| | <u>Actual</u> | <u>Adopted</u> | <u>Projected</u> | <u>Proposed</u> | <u>FY16 Adopted</u> <u>FY17 Proposed</u> |
| <u>Department Appropriation</u> | | | | | |
| Personnel | \$ 191,305 | \$ 196,394 | \$ 155,973 | \$ 190,340 | -3.1% |
| Operating | 11,031 | 12,806 | 12,027 | 11,860 | -7.4% |
| Total | <u>\$ 202,336</u> | <u>\$ 209,200</u> | <u>\$ 168,000</u> | <u>\$ 202,200</u> | -3.3% |

Budgetary Explanations

No significant operational changes are proposed for FY 2017.

The decrease in personnel costs from the FY 2016 adopted budget is due to a combination of less-than-anticipated retiree healthcare costs in FY 2016 and a short-term decrease in projected pension costs for FY 2017. The decrease in operating costs is due to a change in the method used for the allocation of information technology costs.

Mayor's Office

Description

As Lansing's Chief Executive Officer, the Mayor's mission is to exercise supervision and coordination over the various Departments of City government, and provide that the laws, ordinances and regulations of the City are enforced. The Mayor is also empowered under the City Charter to suppress disorder and enforce the laws of the State, and is charged with the duty to make proposals to the Council for meeting the needs and addressing the problems of the City. Other duties, subject to delegation, include the development and preparation of the budget, response to audit reports, management of real property, reducing discrimination and promoting mutual understanding, annually reporting on affirmative action status, and citizen complaint investigation and response. Mayor's Office staff work with Council committees to respond to informational needs and concerns, respond to citizen inquiries and complaints, and work with residents and citizen groups for City improvement and to implement City initiatives.

The Mayor's Office coordinates the implementation of the LansingStat management evaluation program to promote the efficient and cost-effective provision of essential City services. The Mayor's Office supports the activities of the Live Green Lansing Initiative to promote local and regional efforts to conserve energy, reduce carbon emissions and increase the use of renewable energy. The Mayor's Office also supports the activities of the Office of Community and Faith-Based Initiatives, the Office of Community Media, the Office of Financial Empowerment, the Mayor's Commission on Celebrating Diversity, the Mayor's Neighborhood Advisory Council, the Lansing Regional Sister Cities Commission, and a variety of community-based task forces.

MAYOR'S OFFICE

| | <u>FY 2015 Actual</u> | <u>FY 2016 Adopted Budget</u> | <u>FY 2016 Projected</u> | <u>FY 2017 Proposed</u> | <u>% Change FY16 Adopted FY17 Proposed</u> |
|--|---------------------------|---------------------------------------|------------------------------|-----------------------------|--|
| <u>Department Appropriation</u> | | | | | |
| Personnel | \$ 723,867 | \$ 878,350 | \$ 851,603 | \$ 874,360 | -0.5% |
| Operating | 154,841 | 351,750 | 151,956 | 175,840 | -50.0% |
| Total | <u>\$ 878,708</u> | <u>\$1,230,100</u> | <u>\$ 1,003,559</u> | <u>\$ 1,050,200</u> | -14.6% |

Budgetary Explanations

The decrease in personnel costs from the FY 2016 adopted budget is due to a combination of less-than-anticipated retiree healthcare costs in FY 2016 and a short-term decrease in projected pension costs for FY 2017. The large decrease in operating costs is the result of a one-time appropriation, which does not continue into FY 2017.

Office of Financial Empowerment

| | FY 2015 | FY 2016 | FY 2016 | FY 2017 | % Change |
|--|---------------|----------------|------------------|-----------------|----------------------|
| | <u>Actual</u> | <u>Adopted</u> | <u>Projected</u> | <u>Proposed</u> | <u>FY16 Adopted</u> |
| <u>Department Appropriation</u> | | <u>Budget</u> | | | <u>FY17 Proposed</u> |
| Personnel | \$ - | \$ 60,000 | \$ 60,000 | \$ 121,385 | 100.0% |
| Operating | - | - | - | 60,715 | 0.0% |
| Total | - | 60,000 | 60,000 | 182,100 | 100.0% |

Budgetary Explanations

The Office of Financial Empowerment has been funded for the past three years by a grant from the Bloomberg Foundation. Grant funding for this program ended in December, 2015, halfway through the 2016 fiscal year. Due to the documented success of this program, funding for this program will continue in partnership between the City, Capital Area Community Services, Community Development Block Grant (CDBG) funding, and donations from area organizations.

OFFICE OF COMMUNITY MEDIA

Description

The Office of Community Media (OCM) administers the City's Public, Educational and Government (PEG) digital media network under the auspices of the Lansing Public Media Center. The LPMC manages day-to-day operations of the City's government channel(GOV-TV) and Lansing's Public Access Channel (PUB-TV). The LPMC is also responsible for developing and implementing strategies to build community capacity in the production of local origination programming; creating and managing partnerships that leverage the PEG network to foster educational and career opportunities for Lansing residents in digital media, broadcasting and related fields; and leading efforts to collaborate with regional partners toward the establishment of a regional Community Media Center.

OFFICE OF COMMUNITY MEDIA

| | FY 2015 | FY 2016 | FY 2016 | FY 2017 | % Change |
|--|-------------------|-------------------|-------------------|-------------------|----------------------|
| | <u>Actual</u> | <u>Adopted</u> | <u>Projected</u> | <u>Proposed</u> | <u>FY16 Adopted</u> |
| | | <u>Budget</u> | | | <u>FY17 Proposed</u> |
| <u>Department Appropriation</u> | | | | | |
| Personnel | \$ 330,665 | \$ 361,005 | \$ 344,486 | \$ 386,853 | 7.2% |
| Operating | 27,143 | 33,195 | 33,195 | 28,747 | -13.4% |
| Total | <u>\$ 357,808</u> | <u>\$ 394,200</u> | <u>\$ 377,681</u> | <u>\$ 415,600</u> | 5.4% |

Budgetary Explanations

Changes in personnel costs result from additional contractual assistance funded by operational dollars available through Public Education and Government (PEG) funding. The decrease in operating costs is due to a change in the method used for the allocation of information technology costs.

CITY CLERK

Description

The Office of the City Clerk is responsible for the orderly conduct of all elections in the City of Lansing and for the processing of all voter registration records of its citizens. The City Clerk oversees the proper maintenance of records for the City, and prepares Agendas and printed Proceedings for the Lansing City Council. A number of business licenses are processed through the Office of the City Clerk, including the regulation of Peddlers & Transient Merchants, Vehicles for Hire, and Cabarets. The City Clerk serves as the recording secretary to the Board of Ethics, administers all oaths required for municipal purposes by law and is an approved United States Passport Acceptance Facility.

CITY CLERK'S OFFICE

| | FY 2015 <u>Actual</u> | FY 2016 Adopted <u>Budget</u> | FY 2016 <u>Projected</u> | FY 2017 <u>Proposed</u> | % Change FY16 Adopted FY17 Proposed |
|--|--------------------------|-------------------------------------|-----------------------------|----------------------------|---|
| <u>Department Appropriation</u> | | | | | |
| Personnel | \$ 750,644 | \$ 779,491 | \$ 719,447 | \$ 810,750 | 4.0% |
| Operating | 319,070 | 280,509 | 386,710 | 207,950 | -25.9% |
| Total | <u>\$ 1,069,714</u> | <u>\$ 1,060,000</u> | <u>\$ 1,106,157</u> | <u>\$ 1,018,700</u> | -3.9% |

Budgetary Explanations

The increase in personnel costs is due to election worker needs for the presidential election in FY 2017. The decrease in operating costs are due to special elections held in FY 2016, for which the City will receive reimbursement.

Election equipment needs for FY 2017 are included in the Capital Improvement Program section of this budget document.

PERFORMANCE MEASUREMENTS

Strategic Goals:

The City is governed in a transparent, efficient, accountable and responsive manner on behalf of all citizens

Providing reliable, efficient and quality services that are responsive to the needs of residents and businesses.

Strategies:

- 1. Timely posting of documents to the City website**
- 2. Timely provision of City Council proceedings after each meeting completion**

| Performance Indicators: | FY 2015 | FY 2016 | FY 2017 |
|---|---------|---------|---------|
| Percent of documents posted to the City website within 2 weeks of receipt | 100% | 100% | 100% |
| City Council Proceedings submitted to Council for approval after meeting completion | 95% | 95% | 95% |

54-A DISTRICT COURT

Description

The mission of the 54-A District Court is to provide access to trial court services for all persons as needed, employing available resources and working in partnership with the community to afford efficient and courteous service. This mission is carried out through efficient case flow management from pre-adjudication to post-adjudication; conducting arraignments, preliminary felony exams, trials, sentencing, and probation; including operating full service divisions (Traffic, Civil, Criminal, and Probation).

The District Court handles four types of cases: (1) Criminal (misdemeanors and felonies reduced to misdemeanors); (2) Civil (small claims jurisdiction up to \$5,500, general civil jurisdiction up to \$25,000, and landlord-tenant disputes); (3) traffic violations (formal and informal hearings); and (4) City Ordinance violations.

For the majority of its cases, the District Court works with the Ingham County Prosecutor's Office, the Office of the City Attorney, and the Lansing Police Department. Additional support services provided by City of Lansing staff include finance, budgeting, personnel, information technology, operational services, and building maintenance.

The District Court fund and budget are self-contained operations. The District Court budget expenditure and the Court-related revenue are accounted for in a separate fund during the fiscal year, and then both expenditures and revenues are returned to the General Fund at June 30. This accounting convention effectively makes the Court a General Fund agency, with special budget considerations attached to its status as the judicial branch of government.

COURTS

54-A District Court & Probation

| | FY 2015 | FY 2016 | FY 2016 | FY 2017 | % Change |
|----------------------------|---------------------|---------------------|---------------------|---------------------|----------------------|
| | <u>Actual</u> | <u>Adopted</u> | <u>Projected</u> | <u>Proposed</u> | <u>FY16 Adopted</u> |
| <u>Court Appropriation</u> | | <u>Budget</u> | | | <u>FY17 Proposed</u> |
| Personnel | \$ 4,662,572 | \$ 5,058,750 | \$ 4,900,991 | \$ 4,976,152 | -1.6% |
| Operating | 939,011 | 1,030,450 | 1,017,284 | 1,036,648 | 0.6% |
| Total | <u>\$ 5,601,583</u> | <u>\$ 6,089,200</u> | <u>\$ 5,918,275</u> | <u>\$ 6,012,800</u> | -1.3% |

Budgetary Explanations

No significant operational changes are proposed for FY 2017.

The decrease in personnel costs from the FY 2016 adopted budget is due to a combination of less-than-anticipated retiree healthcare costs in FY 2016 and a short-term decrease in projected pension costs for FY 2017.

State-mandated court e-filing workflow management and storage are included in the Capital Improvement Program section of this budget document.

COURTS

Circuit Court Building Rental

| | FY 2015 <u>Actual</u> | FY 2016 Adopted <u>Budget</u> | FY 2016 <u>Projected</u> | FY 2017 <u>Proposed</u> | % Change FY16 Adopted <u>FY17 Proposed</u> |
|--|--------------------------|-------------------------------------|-----------------------------|----------------------------|--|
| <u>Department Appropriation</u> | | | | | |
| Personnel | \$ - | \$ - | \$ - | \$ - | |
| Operating | 215,155 | 224,000 | 221,315 | 234,600 | 4.7% |
| Total | <u>\$ 215,155</u> | <u>\$ 224,000</u> | <u>\$ 221,315</u> | <u>\$ 234,600</u> | 4.7% |

Budgetary Explanations

By State law, the City is obligated to provide a facility for the Circuit Court, which is operated by Ingham County.

PLANNING & NEIGHBORHOOD DEVELOPMENT

Description

The Planning and Neighborhood Development Department's (PND) five offices work together as a team to provide a wide range of services, from zoning, planning, and historic preservation, to building plan review and inspections, to homeownership and homeless assistance, and parking services.

Its mission is to foster economic growth through placemaking and the use of best practices in planning and development services, to a level capable of providing a high quality of life for Lansing residents and continuous support for the City's services and infrastructure.

The PND Administration and Planning Offices are funded through the General Fund. The Development, Building Safety, and Parking Services Offices operate primarily through Special Revenue and Enterprise Funds.

Organization

The Planning Office provides comprehensive, long-and short-range planning services to residents, neighborhoods, business and industry. It is responsible under state law, local ordinance and city charter to process, analyze, and provide recommendations to the Planning Board, Board of Zoning Appeals, and Historic District Commission, as well as various other city boards & committees regarding land use control and capital improvement requests. The Planning Office also provides zoning, land use, flood plain, historic preservation and other types of physical information and code interpretation to the general public; approves building permits, demolition permits, sign permits, site plans; and a variety of required licenses for compliance with the Zoning and Sign Codes.

The Building Safety Office processes every building, sign, mechanical, electrical, plumbing, and fence permit in the City. It conducts inspections, reviews architectural plans for compliance with the Michigan Building Code, and staffs the Plumbing, Mechanical, and Electrical Boards, and the Building Board of Appeals. The BSO is operated as a Special Revenue Fund, in accordance with state law.

The Development Office provides homeownership and homelessness assistance with more than \$2 million in grants from the Community Development Block Grant (CDBG), HOME, Emergency Solutions Grant (ESG) programs received annually by the City. These funds leverage millions of dollars of other public and private investment to improve housing and neighborhoods in the city. In addition to these programs, the Development Division also administers the Neighborhood Stabilization Program, Lead Based Paint Abatement, and the Floodplain Abatement FEMA programs.

The Parking Services Office offers a wide variety of economical parking options - including four downtown parking ramps, several parking lots, and on-street meters. It has several payment options, each designed to meet the needs of daily long-term parkers, and parkers with less frequent parking needs. The PSO provides administrative support to the Lansing Police Department relative to its enforcement of parking regulations, which provides safety and turnover parking. The Parking Services Office also has an important role in downtown development – securing properties for future development, and installing parking facilities as an interim use.

PLANNING & NEIGHBORHOOD DEVELOPMENT DEPARTMENT SUMMARY

Department Appropriation

| | FY 2015 <u>Actual</u> | FY 2016 Adopted <u>Budget</u> | FY 2016 <u>Projected</u> | FY 2017 <u>Proposed</u> | % Change FY16 Adopted FY17 Proposed |
|----------------------------|--------------------------|-------------------------------------|-----------------------------|----------------------------|---|
| Planning & Neighborhood | | | | | |
| Development - General Fund | \$ 793,451 | \$ 910,600 | \$ 860,908 | \$ 1,115,500 | 22.5% |
| Building Safety Fund | 2,245,515 | 2,444,000 | 2,328,326 | 2,451,000 | 0.3% |
| CDBG Fund | 2,124,398 | 2,414,490 | 2,441,026 | 3,100,983 | 28.4% |
| HOME Grant Fund | 1,287,741 | 1,587,837 | 1,584,148 | 625,896 | -60.6% |
| Emergency Solutions Grant | 309,346 | 166,686 | 166,689 | 167,841 | 0.7% |
| Parking Fund | 6,674,886 | 8,740,500 | 8,483,641 | 8,106,000 | -7.3% |
| Total P&ND | <u>\$13,435,337</u> | <u>\$16,264,113</u> | <u>\$15,864,737</u> | <u>\$ 15,567,220</u> | -4.3% |

Budgetary Explanations

Services provided by the Planning and Neighborhood Development Department are incorporated in the City's General Fund, Building Safety, Parking, and federally-funded Community Development Block Grant (CDBG), HOME, and Emergency Shelter Grant Funds.

Information for the Planning and Neighborhood Development Department's funds is provided in the following pages.

PERFORMANCE MEASUREMENTS

Strategic Goal:

Promoting a vibrant, safe, healthy and inclusive community that provides opportunity for personal and economic growth for residents, businesses and visitors

Providing reliable, efficient and quality services that are responsive to the needs of residents and businesses.

Strategies:

- 1. Monitor development activity in the City**
- 2. Maximize utilization of City-owned parking ramps**

Performance Indicators:

| | FY 2015 | FY 2016 | FY 2017 |
|---|---------|---------|---------|
| Building Permits Issued | 6,438 | 6,775 | 6,985 |
| Parking Permit Utilization (strategy 2) | 76.3% | 78.7% | 74.5% |

PLANNING & NEIGHBORHOOD DEVELOPMENT

General Fund (Administration and Planning)

| | FY 2015 <u>Actual</u> | FY 2016 Adopted <u>Budget</u> | FY 2016 <u>Projected</u> | FY 2017 <u>Proposed</u> | % Change FY16 Adopted FY17 Proposed |
|--|--------------------------|-------------------------------------|-----------------------------|----------------------------|---|
| <u>Department Appropriation</u> | | | | | |
| Personnel | \$ 555,237 | \$ 635,538 | \$ 590,018 | \$ 631,002 | -0.7% |
| Operating | 238,214 | 275,062 | 270,890 | 484,498 | 76.1% |
| Total | <u>\$ 793,451</u> | <u>\$ 910,600</u> | <u>\$ 860,908</u> | <u>\$ 1,115,500</u> | 22.5% |

Budgetary Explanations

The decrease in personnel costs from the FY 2016 adopted budget is due to a combination of less-than-anticipated retiree healthcare costs in FY 2016 and a short-term decrease in projected pension costs for FY 2017.

The FY 2017 budget includes a new neighborhood initiative called Block by Block ("B3"). Under this initiative, the City will be working directly with residents, to take stock of each neighborhood's assets and opportunities, as well as its challenges. That information will be then be utilized to collaboratively design a plan for that area, including such focuses as housing, walking and biking, crime prevention, beautification or other revitalization strategies.

Included in the Capital Improvement Program section of the budget are dollars for the next stage in updates to the Master Plan.

PLANNING & NEIGHBORHOOD DEVELOPMENT
Building Safety Special Revenue Fund

| | FY 2015 <u>Actual</u> | FY 2016 <u>Adopted Budget</u> | FY 2016 <u>Projected</u> | FY 2017 <u>Proposed</u> | % Change <u>FY16 Adopted FY17 Proposed</u> |
|--|--------------------------|--------------------------------------|-----------------------------|----------------------------|---|
| <u>Department Appropriation</u> | | | | | |
| Personnel | \$ 1,740,771 | \$ 1,931,189 | \$ 1,817,855 | \$ 1,931,361 | 0.0% |
| Operating | 504,744 | 512,811 | 510,471 | 519,639 | 1.3% |
| Total | <u>\$ 2,245,515</u> | <u>\$ 2,444,000</u> | <u>\$ 2,328,326</u> | <u>\$ 2,451,000</u> | 0.3% |

Budgetary Explanations

No significant operational changes are proposed for FY 2017.

PLANNING & NEIGHBORHOOD DEVELOPMENT
Community Development Block Grant (CDBG)
Special Revenue Fund

| | FY 2015 <u>Actual</u> | FY 2016 Adopted <u>Budget</u> | FY 2016 <u>Projected</u> | FY 2017 <u>Proposed</u> | % Change FY16 Adopted FY17 Proposed |
|--|--------------------------|-------------------------------------|-----------------------------|----------------------------|---|
| <u>Department Appropriation</u> | | | | | |
| Personnel | \$ 791,494 | \$ 792,265 | \$ 810,926 | \$ 973,203 | 22.8% |
| Operating | 1,332,904 | 1,622,225 | 1,630,100 | 2,127,780 | 31.2% |
| Total | <u>\$2,124,398</u> | <u>\$ 2,414,490</u> | <u>\$2,441,026</u> | <u>\$3,100,983</u> | 28.4% |

Budgetary Explanations

Detailed proposals for CDBG, HOME, and Emergency Solutions grants for FY 2017 are available in the Consolidated Action plan, available on the City's website.

The increase in personnel costs is due to a change in allocation of existing personnel between the CDBG and HOME grants. The increase in operational costs reflect increases in projected grant resources and operational programming.

PLANNING & NEIGHBORHOOD DEVELOPMENT HOME Grant Special Revenue Fund

| | FY 2015 <u>Actual</u> | FY 2016 <u>Adopted Budget</u> | FY 2016 <u>Projected</u> | FY 2017 <u>Proposed</u> | % Change <u>FY16 Adopted FY17 Proposed</u> |
|--|--------------------------|--------------------------------------|-----------------------------|----------------------------|---|
| <u>Department Appropriation</u> | | | | | |
| Personnel | \$ 148,768 | \$ 456,269 | \$ 456,298 | \$ 208,063 | -54.4% |
| Operating | 1,138,973 | 1,131,568 | 1,127,850 | 417,833 | -63.1% |
| Total | <u>\$1,287,741</u> | <u>\$1,587,837</u> | <u>\$1,584,148</u> | <u>\$ 625,896</u> | -60.6% |

Budgetary Explanations

Detailed proposals for CDBG, HOME, and Emergency Solutions grants for FY 2016 are available in the Consolidated Action plan, available on the City's website.

The increase in personnel costs is due to a change in allocation of existing personnel between the CDBG and HOME grants. The decrease in operational costs is the result of decreased carryforward funding.

PLANNING & NEIGHBORHOOD DEVELOPMENT

Emergency Solutions Grant Special Revenue Fund

| | FY 2015 <u>Actual</u> | FY 2016 <u>Adopted Budget</u> | FY 2016 <u>Projected</u> | FY 2017 <u>Proposed</u> | % Change FY16 Adopted FY17 Proposed |
|--|--------------------------|--------------------------------------|-----------------------------|----------------------------|---|
| <u>Department Appropriation</u> | | | | | |
| Personnel | \$ - | \$ - | \$ - | \$ - | |
| Operating | 309,346 | 166,686 | 166,689 | 167,841 | 0.7% |
| Transfers | - | - | - | - | |
| Total | <u>\$ 309,346</u> | <u>\$ 166,686</u> | <u>\$ 166,689</u> | <u>\$ 167,841</u> | 0.7% |

Budgetary Explanations

Detailed proposals for CDBG, HOME, and Emergency Solutions grants for FY 2017 are available in the Consolidated Action plan, available on the City's website.

PLANNING & NEIGHBORHOOD DEVELOPMENT

Parking Enterprise Fund

| | FY 2015 <u>Actual</u> | FY 2016 Adopted <u>Budget</u> | FY 2016 <u>Projected</u> | FY 2017 <u>Proposed</u> | % Change FY16 Adopted FY17 Proposed |
|--|--------------------------|-------------------------------------|-----------------------------|----------------------------|---|
| <u>Department Appropriation</u> | | | | | |
| Personnel | \$ 1,909,462 | \$ 2,445,716 | \$ 2,213,423 | \$ 2,384,173 | -2.5% |
| Operating | 1,796,699 | 2,276,259 | 2,251,693 | 2,267,442 | -0.4% |
| Capital | 302,100 | 815,000 | 815,000 | 790,000 | -3.1% |
| Debt Service | 2,666,625 | 3,203,525 | 3,203,525 | 2,664,385 | -16.8% |
| Total | <u>\$ 6,674,886</u> | <u>\$ 8,740,500</u> | <u>\$ 8,483,641</u> | <u>\$ 8,106,000</u> | -7.3% |

Budgetary Explanations

No significant operational changes are proposed for FY 2017.

The decrease in personnel costs from the FY 2016 adopted budget is due to a combination of less-than-anticipated retiree healthcare costs in FY 2016, a short-term decrease in projected pension costs for FY 2017, and a decrease in need for seasonal help.

Capital costs are noted in the Capital Improvement Program section.

INFORMATION TECHNOLOGY

Description

The Information Technology Department is responsible for the maintenance of the City's various computer systems, and technology infrastructure, as well as implementation of new technology initiatives. The department oversees the City's data centers, e-mail system, and telephone system, computer workstations, cellular communication devices and converged voice, video and data communications network and interconnects with Ingham County and the State of Michigan.

INFORMATION TECHNOLOGY Internal Service Fund

| | FY 2015 <u>Actual</u> | FY 2016 Adopted <u>Budget</u> | FY 2016 <u>Projected</u> | FY 2017 <u>Proposed</u> | % Change FY16 Adopted FY17 Proposed |
|--|--------------------------|-------------------------------------|-----------------------------|----------------------------|---|
| <u>Department Appropriation</u> | | | | | |
| Personnel | \$ 1,298,161 | \$ 1,690,249 | \$ 1,202,471 | \$ 1,507,964 | -10.8% |
| Operating | 1,784,048 | 1,918,526 | 2,078,329 | 2,978,336 | 55.2% |
| Debt Service | 774,868 | 784,725 | 784,725 | 786,400 | 0.2% |
| Total | <u>\$ 3,857,077</u> | <u>\$ 4,393,500</u> | <u>\$ 4,065,525</u> | <u>\$ 5,272,700</u> | 20.0% |

Budgetary Explanations

The decrease in personnel costs from the FY 2016 adopted budget is due to a combination of less-than-anticipated retiree healthcare costs in FY 2016, a short-term decrease in projected pension costs for FY 2017, and a decrease in contractual employment needs.

The increase in operating costs is due to enhancements in infrastructure support, projected increases in software maintenance, and centralization and allocation of phone system costs through the information technology allocation to departments.

Software and hardware needs for FY 2017 are included in the Capital Improvement Program section of this budget document.

PERFORMANCE MEASUREMENTS

Strategic Goal:

Providing reliable, efficient and quality services that are responsive to the needs of residents and businesses.

Strategies:

- 1. Improve the performance and safety of the City's IT infrastructure systems**
- 2. Improve efficiency in customer service and service delivery**

| Performance Indicators: | FY 2015 | FY 2016 | FY 2017 |
|--|-------------------------|------------------------|----------------------|
| Target: Provide 99.999% network and software application availability (strategy 1) | 99.58% Availability | 99.93% Availability | 99.95% Availability |
| Establish and improve helpdesk response timing (strategy 2) | 56.71% resolved < 1 day | 57.6% resolved < 1 day | 60% resolved < 1 day |

FINANCE DEPARTMENT

Description

The Finance Department consists of three divisions: Operations, Assessor and Treasury. Operations includes Accounting, Budget, while Treasury includes Property Tax and Income Tax.

The Finance Department's mission is to develop and control the financial management functions of the City. As outlined in Section 4.302 of the City Charter, this includes accounting, assessment, income tax, and treasury functions. The Department maintains multiple financial management systems which are used for the assessment and collection of property tax, receipt and record revenue, collection of income tax, monitor and meet financial reporting requirements in order to ensure fiscal stability and proper utilization of public monies.

Investment and management of City funds are also a major policy and operational activity through which the Finance Department maximizes City resources by maintaining the City's portfolios in the most advantageous positions. This includes ongoing analysis of both individual investments and general trends that impact the returns on investments, including analysis of City disbursement and collection activities to ensure sound and prudent fiscal management. Financial management responsibilities include risk management and management of Retirement System's assets, as well as the assets of the General Fund and enterprise or special revenue funds.

Budget responsibilities include the preparation of policy recommendations and coordination of budget development and budget monitoring to assure conformance with the state Uniform Budget and Accounting Act, and Article Seven of the City Charter. This process includes revenue and expenditure analysis, development of policy and budgetary alternatives, and coordination between the Mayor and departments on budget development and financial and operational issues. Budget staff also assist in union contract negotiations, and provide cost benefit analyses on proposed projects for Mayoral review.

The Department is directly responsible to the public to maintain an efficient collection system for income and property taxes, as well as a process for equity in assessment of real and personal property. Interdepartmental support activities include providing accounting services, payroll, financial planning, deposit control, and accounts payable functions. Additional support to the Mayor and Council comes from the Finance Department in the preparation of revenue and debt service requirements, as well as analyses of economic trends and business activity that may impact City fiscal resources and/or operational concerns.

FINANCE DEPARTMENT

| | FY 2015 <u>Actual</u> | FY 2016 Adopted <u>Budget</u> | FY 2016 <u>Projected</u> | FY 2017 <u>Proposed</u> | % Change FY16 Adopted FY17 Proposed |
|--|--------------------------|-------------------------------------|-----------------------------|----------------------------|---|
| <u>Department Appropriation</u> | | | | | |
| Personnel | \$ 3,486,779 | \$ 4,005,540 | \$ 3,580,378 | \$ 3,986,121 | -0.5% |
| Operating | 1,078,326 | 1,087,060 | 1,228,645 | 1,077,679 | -0.9% |
| Total | <u>\$ 4,565,105</u> | <u>\$ 5,092,600</u> | <u>\$ 4,809,023</u> | <u>\$ 5,063,800</u> | -0.6% |

Budgetary Explanations

The decrease in personnel costs from the FY 2016 adopted budget is due to a combination of less-than-anticipated retiree healthcare costs in FY 2016 and a short-term decrease in projected pension costs for FY 2017. The decrease in operating costs is due to a change in the method used for the allocation of information technology costs.

PERFORMANCE MEASUREMENTS

Strategic Goals:

Securing short and long term financial stability through prudent management of city resources

Providing reliable, efficient and quality services that are responsive to the needs of residents and businesses

Strategies:

- 1. Maintaining adequate General Fund reserves**
- 2. Provision of realistic budget resource projections**
- 3. Timely processing of income tax returns**

| Performance Indicators: | FY 2015 | FY 2016 | FY 2017 |
|---|----------|-------------------|-------------------|
| General Fund Reserves as a percentage of expenditures (goal = 12%-15%) (strategy 1) | 8.2% | 10.4% | 10.6% |
| Year-end General Fund revenues equal to or in excess of adopted budget (strategy 2) | Achieved | Expect to Achieve | Expect to Achieve |
| Percent of on-time income tax returns processed by State deadlines (strategy 3) | 8.2% | 10.4% | 10.6% |

DEPARTMENT OF HUMAN RESOURCES

Description

The Department of Human Resources' mission is to provide a wide range of Personnel, Employee and Labor Relations services to City departments, employees, retirees, City unions and the Community.

The Department of Human Resources advises the Mayor on policy-related items concerning labor relations, equal employment opportunities, hiring practices, benefits and payroll, compensation and classification of positions, training and health and safety issues. The Department develops and updates policies and procedures for the Department and provides a wide range of activities and customer support services to the residents of the City of Lansing, all City Departments, including Lansing City Council, 54A-District Court, Economic Development Corporation, Downtown Lansing, Inc., Lansing Police and Lansing Fire Departments respectively.

Employee Services Division

Hiring and Classification Section

The Hiring and Classification Section (HCS) is responsible for recruitment, selections, hiring, retention, compensation, various trainings and classification of all City positions. The Hiring Group provides ongoing training to the department managers and supervisors in areas of hiring and selection.

Health and Wellness Section

The Health and Wellness Section administers the City's workers' compensation program and develops safety rules, policies, and safety training citywide, and administers and ensures compliance with federal workplace regulations.

Payroll and Benefits Division

The Payroll and Benefits Section provides services to City employees and retirees, including orientation for new employees.

Employee and Labor Relations and Training Division

The Employee & Labor Relations and Training Division is charged with facilitating positive working relationships with the City's eight (8) bargaining units by resolving bargaining issues, the administration of the grievance procedure and matters of contract interpretation or changing circumstances in the mutual interest of the City and its employees.

HUMAN RESOURCES

| | FY 2015 <u>Actual</u> | FY 2016 Adopted <u>Budget</u> | FY 2016 <u>Projected</u> | FY 2017 <u>Proposed</u> | % Change FY16 Adopted FY17 Proposed |
|--|--------------------------|-------------------------------------|-----------------------------|----------------------------|---|
| <u>Department Appropriation</u> | | | | | |
| Personnel | \$ 1,068,965 | \$ 1,294,646 | \$ 1,237,090 | \$ 1,308,386 | 1.1% |
| Operating | 301,880 | 758,254 | 736,674 | 806,614 | 6.4% |
| Total | <u>\$ 1,370,845</u> | <u>\$ 2,052,900</u> | <u>\$ 1,973,764</u> | <u>\$ 2,115,000</u> | 3.0% |

Budgetary Explanations

The increase in FY 2017 operational costs include additional funding for citywide training programs.

PERFORMANCE MEASUREMENTS

Strategic Goal:

Providing reliable, efficient and quality services that are responsive to the needs of residents, businesses, and employees

Strategies:

1. **Strict adherence to all contractual requirements for timelines in the processing of grievances**
2. **Timely payroll processing**

| Performance Indicators: | FY 2015 | FY 2016 | FY 2017 |
|---|---------|---------|---------|
| Percent of grievances processed by stated deadlines | 100.0% | 100.0% | 100.0% |
| Percent of payroll runs processed by pay dates | 100.0% | 100.0% | 100.0% |

OFFICE OF THE CITY ATTORNEY

Description

The Office of the City Attorney (OCA) is dedicated to providing the highest quality legal service to the City of Lansing. Its mission is to provide professional, knowledgeable, courteous, and dependable service to the City's elected, appointed, and administrative officials and its committees and boards.

Under the Charter, the City Attorney is the attorney for Lansing as a Michigan municipal corporation and is responsible to both the Mayor and the City Council. The OCA provides legal services and advice at the request of the Mayor, City Council, City Departments and Boards, represents the City in all cases in which the City is a party or has an interest, and prosecutes City ordinance violations. As the prosecutor for the City, the City Attorney is involved in remedying matters that directly impact citizens, neighborhood safety and quality of life, including enforcement of the housing code, drug laws, and alcohol-related offenses. OCA staffs and provides legal advice at meetings, drafts ordinances, and issues written legal opinions to elected, appointed, and administrative officials. OCA also drafts, reviews and approves as to form contracts, bonds, legal instruments, Council resolutions, grants and is actively involved in the negotiation, purchase, sale, development and redevelopment of property in the City. This office also serves as the designated Freedom of Information Act (FOIA) coordinator for the City.

OFFICE OF THE CITY ATTORNEY

| | FY 2015 | FY 2016 | FY 2016 | FY 2017 | % Change |
|---------------------------------|---------------------|---------------------|---------------------|---------------------|----------------------|
| | <u>Actual</u> | <u>Adopted</u> | <u>Projected</u> | <u>Proposed</u> | <u>FY16 Adopted</u> |
| <u>Department Appropriation</u> | | <u>Budget</u> | | | <u>FY17 Proposed</u> |
| Personnel | \$ 1,374,568 | \$ 1,733,092 | \$ 1,622,514 | \$ 1,689,366 | -2.5% |
| Operating | 193,594 | 182,708 | 190,208 | 191,334 | 4.7% |
| Total | <u>\$ 1,568,162</u> | <u>\$ 1,915,800</u> | <u>\$ 1,812,722</u> | <u>\$ 1,880,700</u> | -1.8% |

Budgetary Explanations

The decrease in personnel costs from the FY 2016 adopted budget is due to a combination of less-than-anticipated retiree healthcare costs in FY 2016 and a short-term decrease in projected pension costs for FY 2017. The increase in operating costs is due to minor operational cost increases.

POLICE DEPARTMENT

Description

The mission of the Lansing Police Department is to maintain order, preserve public safety and foster a better quality of life, making our city a better place to live, work and visit.

Vision Statement

Building partnerships and utilizing innovative strategies for a safer, stronger community.

Department Goals

- Reduce crime, reduce repeat calls for service and increase citizen satisfaction by delivering quality police service in a lawful, sensitive, safe and professional manner in order to protect life, property and maintain public peace.
- Prevent crime and maintain order through police action; targeting specific problems.
- Enhance organizational excellence through education, training and technology.
- Identify and analyze problems, explore alternative solutions, and encourage regional cooperation.
- Create and maintain open lines of communication to promote partnerships with our community.
- Encourage and support citizen involvement and leadership to improve the quality of life at the neighborhood level.
- Employ personnel that meet standards of professional excellence and represent the diversity of our community.
- Promote job satisfaction, open communication, and team building through employee participation in decision making.
- Maximize the use of available resources.
- Reduce violent crime through pro-active policing through a focused intelligence and data lead policing philosophy.

To accomplish our mission, LPD will embrace a community-based, problem-oriented, data-driven policing strategy that emphasizes, the use of problem-solving techniques, community policing and a reliance on data to identify threats, measure the results of our interventions, and to hold ourselves accountable; to each other and to our community.

(continued)

Police Department operations involve logistical support from three Divisions; Patrol Division, Investigations Division and the Staff Services Division. The Special Operations Section falls under the command of the Investigations Division. The Patrol Division Captain is responsible for all uniformed officers including Sector Officers, School Resource Officers, Canine Team. Traffic Unit and Community Policing Officers. Within Staff Services, the Staff Services Captain oversees the Detention Unit, Property and Supply Unit, Electronic Equipment Maintenance Unit, , Accounting Services Section, Public Information Officer, Training and Technical Services, as well as Records and Identification. The Internal Affairs Section and Legal Advisor report directly to the Chief of Police.

Forfeiture Fund (drug law fund) consists of monies and other assets seized and forfeited in the process of enforcement of anti-drug laws. The Special Operations Section confronts the difficult issues involved in narcotic trafficking, vice, organized crime, and criminal gangs. The Special Operations Section works with our law enforcement partners at both the state and federal levels. These partnerships include the United States Attorney's Office, the Ingham County Prosecutor's Office, the Federal Bureau of Alcohol Tobacco and Firearms, the Federal Drug Enforcement Agency, the Internal Revenue Service, the Federal Bureau of Investigations, the United States Department of Agriculture, Health and Human Services, the Michigan State police, and local law enforcement agencies.

POLICE DEPARTMENT SUMMARY

Department Appropriation

| | FY 2015 <u>Actual</u> | FY 2016 Adopted <u>Budget</u> | FY 2016 <u>Projected</u> | FY 2017 <u>Proposed</u> | % Change FY16 Adopted FY17 Proposed |
|------------------------|--------------------------|-------------------------------------|-----------------------------|----------------------------|---|
| Police General Fund | \$ 38,152,438 | \$37,801,800 | \$37,614,744 | \$38,952,900 | 3.0% |
| Drug Forfeiture Funds: | | | | | |
| Federal | 149,311 | - | - | 306,800 | #DIV/0! |
| State/Local | 106,043 | 280,650 | 390,600 | 215,800 | 100.0% |
| Tri-County Metro | 673,767 | 849,500 | 849,500 | 850,000 | 0.1% |
| Total Police | <u>\$ 39,081,559</u> | <u>\$38,931,950</u> | <u>\$38,854,844</u> | <u>\$40,325,500</u> | 3.6% |

\$2.8 million of the Lansing Police Department is funded by a voter-approved 1.5 mill property tax millage.

Budgetary Explanations

Information for the Lansing Police Department's funds is provided in the following pages.

PERFORMANCE MEASUREMENTS

Strategic Goal:

Promoting a vibrant, safe, healthy and inclusive community that provides opportunity for personal and economic growth for residents, businesses and visitors.

Strategies:

1. Increase Community Interaction

2. Reduce Violent Crime. Improvement of quality of life for community residents through proactive, focused approach to firearm related investigations and activities in an effort to reduce gun and violent crimes

| Performance Indicators: | FY 2015 | FY 2016 | FY 2017 |
|--|---------|---------|---------|
| Community Meetings Attended (strategy 1) | 154 | 150 | 150 |
| Neighborhood Watches (strategy 1) | 199 | 200 | 210 |
| Business Watches (strategy 1) | 115 | 108 | 110 |
| Firearms Seized (strategy 2) | 42 | 50 | 50 |
| Felony Arrests (strategy 2) | 195 | 280 | 300 |
| Misdemeanor Arrests (strategy 2) | 184 | 290 | 300 |
| Warrants Cleared (strategy 2) | 381 | 600 | 600 |

POLICE DEPARTMENT General Fund

| | FY 2015 | FY 2016 | FY 2016 | FY 2017 | % Change |
|---------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| | <u>Actual</u> | <u>Adopted</u> | <u>Projected</u> | <u>Proposed</u> | <u>FY16 Adopted</u> |
| <u>Department Appropriation</u> | | | | | <u>FY17 Proposed</u> |
| Personnel | \$ 32,248,349 | \$ 32,755,115 | \$ 32,594,145 | \$ 33,205,441 | 1.4% |
| Operating | 5,904,089 | 5,046,685 | 5,020,599 | 5,747,459 | 13.9% |
| Total | <u>\$ 38,152,438</u> | <u>\$ 37,801,800</u> | <u>\$ 37,614,744</u> | <u>\$ 38,952,900</u> | 3.0% |

\$2.9 million of Lansing Police Department operations are funded by a voter-approved, 1.5 mill, dedicated property tax millage.

Budgetary Explanations

Increases in operational costs include enhanced police officer recruitment efforts, increased funding for training and community engagement, as well as a change in the method used for the allocation of information technology costs.

POLICE DEPARTMENT

Federal Drug Enforcement Special Revenue Fund

| | FY 2015 <u>Actual</u> | FY 2016 Adopted <u>Budget</u> | FY 2016 <u>Projected</u> | FY 2017 <u>Proposed</u> | % Change FY16 Adopted FY17 Proposed |
|--|--------------------------|-------------------------------------|-----------------------------|----------------------------|---|
| <u>Department Appropriation</u> | | | | | |
| Personnel | \$ - | \$ - | \$ - | \$ - | 0.0% |
| Operating | 149,311 | - | - | 306,800 | 100.0% |
| Total | <u>\$ 149,311</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 306,800</u> | 100.0% |

Budgetary Explanations

Drug forfeiture revenues vary widely from year-to-year, subject to the timing of Federal case settlement and awards. Current forfeitures on-hand, are proposed for replacement of LPD's records management system, which faces termination of support in early 2018.

POLICE DEPARTMENT
State/Local Drug Enforcement Special Revenue Fund

| | FY 2015 <u>Actual</u> | FY 2016 Adopted <u>Budget</u> | FY 2016 <u>Projected</u> | FY 2017 <u>Proposed</u> | % Change FY16 Adopted FY17 Proposed |
|--|--------------------------|-------------------------------------|-----------------------------|----------------------------|---|
| <u>Department Appropriation</u> | | | | | |
| Operating | 84,508 | 280,650 | 390,600 | 215,800 | -23.1% |
| Transfers | 21,535 | - | - | - | |
| Total | <u>\$ 106,043</u> | <u>\$ 280,650</u> | <u>\$ 390,600</u> | <u>\$ 215,800</u> | -23.1% |

Budgetary Explanations

Drug forfeiture revenues vary widely from year-to-year, subject to the timing of State case settlement and awards. Current forfeitures on-hand are proposed to supplement Federal forfeitures for replacement of LPD's records management system, which faces termination of support in early 2018.

POLICE DEPARTMENT
Drug Law Enforcement - Tri-County Metro Special Revenue
Fund

| | FY 2015 | FY 2016 | FY 2016 | FY 2017 | % Change |
|--|-------------------|-------------------|-------------------|-------------------|----------------------|
| | <u>Actual</u> | <u>Adopted</u> | <u>Projected</u> | <u>Proposed</u> | <u>FY16 Adopted</u> |
| | | <u>Budget</u> | | | <u>FY17 Proposed</u> |
| <u>Department Appropriation</u> | | | | | |
| Personnel | \$ 33,704 | \$ 69,930 | \$ 69,930 | \$ 69,930 | 0.0% |
| Operating | 630,999 | 767,570 | 767,570 | 768,070 | 0.1% |
| Transfers | 9,064 | 12,000 | 12,000 | 12,000 | 0.0% |
| Total | <u>\$ 673,767</u> | <u>\$ 849,500</u> | <u>\$ 849,500</u> | <u>\$ 850,000</u> | 0.1% |

Budgetary Explanations

There are no significant changes for FY 2017.

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FIRE DEPARTMENT

Description

The Lansing Fire Department, under the direction of its Fire Chief, is committed to serving the Lansing community with the highest levels of life and property protection. This is achieved by providing excellent, compassionate service in an atmosphere that encourages innovation, professional development, and diversity. The Lansing Fire Department also has a Board of Fire Commissioners with eight members that represent all wards within the City of Lansing including two at-large positions. The Fire Commissioners have a wide range of authority including department budget approval, citizen complaints and department policies.

The Department performs its mission through six organizational divisions, providing a wide range of services including fire prevention, emergency management and disaster preparation activities, Fire Safety, Housing and Premise Code enforcement, rental registration, plan review, public education, special events planning, arson investigation, employee education and certification, as well as emergency response for fire and medical, hazardous materials, and technical rescues.

FIRE DEPARTMENT

| | FY 2015 <u>Actual</u> | FY 2016 Adopted <u>Budget</u> | FY 2016 Projected <u>Projected</u> | FY 2017 <u>Proposed</u> | % Change FY16 Adopted FY17 Proposed |
|--|--------------------------|-------------------------------------|--|----------------------------|---|
| <u>Department Appropriation</u> | | | | | |
| Personnel | \$ 28,665,340 | \$ 29,654,790 | \$ 28,230,450 | \$ 28,803,600 | -2.9% |
| Operating | 4,567,528 | 4,185,410 | 4,312,065 | 4,808,700 | 14.9% |
| Total | <u>\$ 33,232,868</u> | <u>\$ 33,840,200</u> | <u>\$ 32,542,515</u> | <u>\$ 33,612,300</u> | -0.7% |

\$2.9 million of Lansing Fire Department operations are funded by a voter-approved, 1.5 mill, dedicated property tax millage.

Budgetary Explanations

No significant operational changes are proposed for FY 2017.

The decrease in personnel costs from the FY 2016 adopted budget is due to a combination of less-than-anticipated retiree healthcare costs in FY 2016 and a short-term decrease in projected pension costs for FY 2017, as well as staffing turnover. The increase in operating costs is due to operational cost increases, as well as a change in the method used for the allocation of information technology costs.

PERFORMANCE MEASUREMENTS

Strategic Goal:

Promoting a vibrant, safe, healthy and inclusive community that provides opportunity for personal and economic growth for residents, businesses and visitors.

Strategies:

Provide high-quality life and property protection

| Performance Indicators: | FY 2015 | FY 2016 | FY 2017 |
|---|-------------|-------------|-------------|
| Insurance Service Office (ISO) Rating (1=highest thru 10) | 3 | 3 | 3 |
| Average Incident Response time < 5 minutes | 4.8 minutes | 4.5 minutes | 4.5 minutes |

PUBLIC SERVICE DEPARTMENT

GENERAL FUND
ACT 51 MAJOR & LOCAL STREETS
SEWAGE
REFUSE & RECYCLING
ENGINEERING
PROPERTY MANAGEMENT
FLEET SERVICES

Description

The Public Service Department is organized into six distinct divisions (Engineering, Business, Permits and Technology, Operations and Maintenance, Fleet Services, Property Management, and Waste Water Treatment Plant) that are responsible for engineering, transportation, construction, right-of-way permitting, city fleet maintenance, maintenance of city property, operation and maintenance of roads, bridges, sidewalks, and storm and sanitary sewers within the city of Lansing, including the Waste Water Treatment Plant and pump stations. The Operations and Maintenance Division also operates the City's Capital Area Recycling and Trash (CART) program. The Engineering Division also provides general engineering support and oversight to other City departments.

Activities of the Department are primarily supported through: General Fund, Act 51 Fund (Major and Local Streets Special Revenue Fund - Gas Tax), Sewage Disposal System Enterprise Fund (sewer bills), trash collection fees, and recycling fees.

Additional funding may be utilized, as available, from bond proceeds and interest on existing bond issuances, Federal E.P.A. and Transportation Funds, Michigan Department of Transportation and Michigan Department of Environmental Quality Grants, State Revolving Loan Funds, the Lansing Building Authority, Tax Increment Finance Authority, Special Assessments, and the City's Community Development Block Grant.

Engineering (Major supporting funds: General Fund, Act 51, Sewage Disposal System Enterprise Fund):

The Infrastructure and Environment Group is responsible for the oversight of all infrastructure design and construction contracts in the City necessary to maintain, upgrade, expand and install infrastructure associated with the storm sewer, sanitary sewer, non-motorized road and sidewalk systems. This group reviews and approves site plans for development projects. It also administers several programs regulated by the State of Michigan such as: Biennial Bridge Inspections, Soil Erosion and Sedimentation Program, Street Rating (PASER), ACT51 Reporting, and Environmental Clean-up Projects.

In addition, the city's largest infrastructure and environmental program, the Wet Weather Program (comprised of the CSO, SSO, and Storm water Phase II permit programs) is managed out of this group.

The Transportation and Non-Motorized group guides the operational design of reconstructed streets using the Complete Streets model and oversees implementation of the city's non-motorized plan and sidewalk gap closure and repair program. This group also develops the traffic sign program for the city and manages all city traffic signals and school zone flashers, evaluates intersection traffic control, speed limits, parking regulations, and roadway lane configurations, develops traffic control plans for special events, and prepares school operational and safety studies and a wide variety of other traffic operations evaluations and reports. The Transportation and Non-Motorized group is also responsible for CAD and GIS within the Public Service Department.

(continued)

Business, Permits and Technology (Major supporting funds: General Fund, Act 51, Sewage Disposal

The Public Service Department is the largest City department by size and budget in the City. It is important that the business conducted within the department is coordinated amongst all of the Divisions and therefore offering better service to our customers. The Business, Permits and Technology Division combines the Public Service budget coordination, permitting, soil erosion enforcement, snow on sidewalk program, accounts payable, accounts receivable, administrative support and department wide technology efforts, into one workgroup.

The right-of-way (ROW) is managed by this division by its issuance of all ROW permits to private contractors and utility companies that need to perform work in the right of way. This Division also provides permitting and inspection for the Soil Erosion and Sedimentation and Control Program, sidewalk and drive approaches, sewers, and special transportation. This group has a focus on improving our communication with our customers and general advancements of technology and its use and deployment throughout the department.

Operations and Maintenance (O & M) (Major supporting funds: General Fund, Act 51, Sewage Disposal System Enterprise Fund, trash fees, and recycling fees):

The O & M Division is generally considered to be the backbone of the City. The Division is responsible for maintaining the city's infrastructure and delivering quality city services. The Division is divided into six sections: Surface, CART (Capital Area Recycling and Trash), Streets, Sewer, Grounds, and Administrative.

The State of Michigan contracts with the City to maintain 44 miles of state trunklines and provides funding within the Major Streets Fund for: maintenance and repairs to roadways, winter maintenance, right of way mowing, and traffic control systems on state trunklines.

Surface

The Surface Section is responsible for maintaining city surface infrastructure, alleys, and parking areas. Funding sources include the Parking Fund, Major and Local Street Funds, and the General Fund. Funded activities include operating the O&M yards and facilities, maintaining surface infrastructure (e.g. guard rails, signs), graffiti abatement, compost facility operations, internal city department refuse service, ROW trash violation abatement, street sweeping, gravel street maintenance, alley maintenance, sign shop field operations, special event traffic control and barricading, placing radar speed trailers and message boards, fall leaf removal from the streets, and winter maintenance activities.

The Surface Section is the one stop source for traffic control and barrier placement, providing routine and emergency support to the Transportation Unit, the Lansing Fire Department and the Lansing Police Department.

Capital Area Recycling and Trash (CART)

The Recycling Fund supports weekly curbside collection of a range of recyclable materials and organic yard waste for compost, serving residences with four or less units. Under ordinance, larger residential complexes, and commercial and industrial operations are required to recycle and the Department is charged with oversight of this activity. The City's transition to a single recycling stream collection method, where all recyclables are collected in one container in the collection truck, has continued to be an enormous success.

The Trash Fund supports the Operations and Maintenance Division's weekly trash collection throughout the City. The city provides three curbside trash services throughout the city: pay as you throw Blue Bags, Blue Cart trash service and bulk trash removal. The pay as you throw Blue Bag trash bags are sold through local merchants, where residents prepay for bags and only set out trash bags as needed.

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The Blue Bags complement recycling efforts by making refuse disposal less expensive for residents who make regular use of the City's single stream recycling program. Affordable Blue Cart trash service is also available on a subscription basis, and includes a city provided container and weekly collection service; service is available by calling the Department and is billed quarterly. Bulk trash removal is also available to dispose of large refuse items by purchasing a bulk sticker from local merchants. Services are funded from the revenue derived from Blue Bag sales, quarterly billing for Blue Cart container services and bulk sticker sales.

Streets

The Street Section maintains city streets and sidewalks using the Major and Local Street Funds for street repairs, and utility cut fees and the General Fund for sidewalk maintenance. Funded activities include skin patching, AMZ-asphalt spray patching, potholing, crack sealing, utility cut repairs, concrete curb repair, sidewalk repairs and winter maintenance. Maintenance work is coordinated and prioritized by working closely with the Engineering Division.

Sewer

The Sewer Section maintains the city sanitary and storm sewer collection system using sewer funds for sanitary sewer maintenance and the General Fund for storm sewer maintenance. Funded activities include sewer cleaning and repair, structure repair, catch basin cleaning, bypass pumping, flood control, sewer televising, emergency response, inspection and winter maintenance.

Grounds

The Grounds Section maintains city green spaces, cemeteries, trees, and park infrastructure. Funding sources include the General Fund, Major and Local Street Funds. Funded activities include mowing (for all City jurisdictional properties: ROWs, parks, cemeteries, and parking lots), cemetery operations, ornamental area planting, support to leisure services, parks infrastructure maintenance, forestry operations (hazard tree removal, hazard mitigation, planting and nursery operations) and winter maintenance.

Administrative

The Administrative Section is responsible for customer service, accounting functions and performance tracking of all activities within the Division. The section coordinates the administrative needs of other sections and provides a direct link between the public and the services performed by the Operations and Maintenance Division. On an annual basis this section handles over 22,000 phone calls from the public, dispatches field staff to more than 3,500 locations to address citizen concerns and responds to more than 3,900 requests for special services from the CART section. They manage payroll and personnel issues for full time Teamster and UAW employees and UAW seasonal employees. They also service over 6,300 Trash Cart customers. Through meticulous data management procedures they ensure that the activities of the Division are properly recorded, reported, and where applicable, reimbursed by other departments, agencies or individuals.

Waste Water Treatment Plant (WWTP) (Major supporting funds: Sewage Disposal System Enterprise Fund):

The City's Activated Sludge Wastewater Treatment Plant is the fifth largest in the State of Michigan. It is a high-tech facility with a comprehensive computerized control system. This system can remotely control many functions of outlying pump stations, process controls, and other WWTP functions. This process has allowed the WWTP to optimize staff size and focus attention on maintaining the plant appurtenances necessary to serve our customers. Currently the plant processes an average daily flow of 16 million gallons of sewage.

(continued)

The WWTP laboratory is responsible for daily testing of influent flows, evaluating the plant's in-process removal of pollutants, and confirming plant effluent compliance with the National Pollution Discharge Elimination System (NPDES) limits.

The WWTP staff is also responsible for operating and maintaining 28 sanitary sewer pump stations ranging in capacity from less than 100,000 gallons per day to over to 66,000,000 gallons per day. Other programs that are managed within this division are the Industrial Pretreatment Program (IPP) and the Residuals Management Plan (disposal of plant solid waste by Landfilling dewatered sludge or Land Applying lime stabilized sludge; i.e., BioSolids). The WWTP and its environmental processes continue to be among the most regulated programs in the State of Michigan. Sound sewerage system infrastructure is imperative for maintaining proper environmental standards and to preserve public health and safety.

Fleet Services Division (Major supporting funds: General Fund, Act 51, Sewage Disposal System Enterprise Fund):

Fleet Services is responsible for preventative maintenance and repair of all vehicles and equipment owned by the City. The fleet is divided into two categories to help manage it. We have approximately 550 "rolling stock" vehicles (rolling stock is a unit that is capable of moving itself down the road) and approximately 500 pieces of equipment (used for maintenance throughout the City). Additionally, we are responsible for purchasing and disposal of units with the assistance of the City's Purchasing Department. The Fleet Services team has 27 full-time positions.

Property Management Division:

The Property Management Division is responsible for managing the City of Lansing's properties. The City of Lansing owns approximately 750 properties which includes approximately 223 buildings. The Division is directly responsible for 75 buildings and 59 other properties.

Property Management staff are available 24 hours a day for emergencies and provide support to many special events. The Division provides facility planning and utility services for over 40 special events a year. Some of the more popular ones are: Downtown Lansing Inc. Frost Fest, Lansing Board of Water and Light Chili Cook Off, Old Town Commercial Festival of the Moon and Sun, City of Lansing 4th of July event, Common Ground Music Festival and the City of Lansing Mosaic Festival. This includes providing power, lights, water, sewer, and other work necessary to make the special events happen. The Division also works with other City of Lansing departments, other outside governmental agencies, private companies or businesses to help make the special events a success for all participants.

PUBLIC SERVICE DEPARTMENT SUMMARY

Department Appropriation

| | FY 2015 <u>Actual</u> | FY 2016 Adopted <u>Budget</u> | FY 2016 <u>Projected</u> | FY 2017 <u>Proposed</u> | % Change FY16 Adopted FY17 Proposed |
|-----------------------------------|--------------------------|-------------------------------------|-----------------------------|----------------------------|---|
| Public Services - General Fund | \$10,291,976 | \$10,373,700 | \$10,685,869 | \$10,867,100 | 4.8% |
| Major Streets Fund | 8,850,668 | 11,400,600 | 12,211,572 | 11,241,500 | -1.4% |
| Local Streets Fund | 6,348,038 | 7,343,000 | 8,389,260 | 7,712,300 | 5.0% |
| Sanitary Sewer Fund | 31,080,651 | 34,035,300 | 35,268,978 | 34,113,000 | 0.2% |
| Garbage & Rubbish Fund | 1,712,671 | 1,687,600 | 1,649,887 | 1,701,000 | 0.8% |
| Recycling Fund | 3,530,920 | 4,011,200 | 3,828,708 | 3,987,500 | -0.6% |
| Engineering Internal Service Fund | 3,857,077 | 4,393,500 | 4,065,525 | 5,272,700 | 20.0% |
| Fleet Maintenance Fund | 9,144,528 | 9,129,300 | 9,168,721 | 9,342,000 | 2.3% |
| Total Public Services | \$74,816,529 | \$82,374,200 | \$85,268,520 | \$84,237,100 | 2.3% |

Budgetary Explanations

Information for the Public Service Department's various funds is provided in the following pages.

PERFORMANCE MEASUREMENTS

Strategic Goals:

Promoting a vibrant, safe, healthy and inclusive community that provides opportunity for personal and economic growth for residents, businesses and visitors.

Providing reliable, efficient and quality services that are responsive to the needs of residents and businesses

Strategies:

- 1. Timely remediation of pothole complaints**
- 2. Improve walkability throughout the City**
- 3. Provide cost-effective wastewater treatment**

Performance Indicators:

| | FY 2015 | FY 2016 | FY 2017 |
|--|-------------------------|-------------------------|-------------------------|
| Pothole complaints resolved within 24 hours (target = 95%) (strategy 1) | 62% | 74% | 90% |
| Increase the number of sidewalk deficiencies addressed (strategy 2) | 3.2 miles | 5 miles | 6 miles |
| Reduce the cost of utilities at the WWTP per 1000 gallon of sewage treated (strategy 3) | \$0.441/1000 gallons | \$0.434/1000 gallons | \$0.413/1000 gallons |

PUBLIC SERVICE DEPARTMENT General Fund

| | FY 2015 <u>Actual</u> | FY 2016 Adopted <u>Budget</u> | FY 2016 <u>Projected</u> | FY 2017 <u>Proposed</u> | % Change FY16 Adopted <u>FY17 Proposed</u> |
|--|--------------------------|-------------------------------------|-----------------------------|----------------------------|--|
| <u>Department Appropriation</u> | | | | | |
| Personnel | \$ 2,900,601 | \$ 3,029,757 | \$ 2,916,271 | \$ 2,855,945 | -5.7% |
| Operating | 7,391,375 | 7,343,943 | 7,769,598 | 8,011,155 | 9.1% |
| Total | <u>\$ 10,291,976</u> | <u>\$ 10,373,700</u> | <u>\$ 10,685,869</u> | <u>\$10,867,100</u> | 4.8% |

Budgetary Explanations

The decrease in personnel costs from the FY 2016 adopted budget is due to a combination of less-than-anticipated retiree healthcare costs in FY 2016 and a short-term decrease in projected pension costs for FY 2017. Operational cost increases are due to increasing maintenance for City Hall and adjustments for streetlighting cost trends.

PUBLIC SERVICE DEPARTMENT Major Streets Special Revenue Fund

| | FY 2015 <u>Actual</u> | FY 2016 Adopted <u>Budget</u> | FY 2016 <u>Projected</u> | FY 2017 <u>Proposed</u> | % Change FY16 Adopted FY17 Proposed |
|--|--------------------------|-------------------------------------|-----------------------------|----------------------------|---|
| <u>Department Appropriation</u> | | | | | |
| Personnel | \$ 2,497,657 | \$ 2,764,080 | \$ 2,390,285 | \$ 2,737,950 | -0.9% |
| Operating | 3,156,209 | 3,538,770 | 3,325,512 | 3,553,534 | 0.4% |
| Capital | 2,046,762 | 2,045,000 | 3,443,025 | 2,452,500 | 19.9% |
| Debt Service | 620,040 | 505,800 | 505,800 | 497,516 | -1.6% |
| Transfer to Local Streets | 530,000 | 2,546,950 | 2,546,950 | 2,000,000 | -21.5% |
| Total | <u>\$ 8,850,668</u> | <u>\$ 11,400,600</u> | <u>\$ 12,211,572</u> | <u>\$ 11,241,500</u> | -1.4% |

Budgetary Explanations

The decrease in personnel costs from the FY 2016 adopted budget is due to a combination of less-than-anticipated retiree healthcare costs in FY 2016 and a short-term decrease in projected pension costs for FY 2017.

Capital maintenance is increased in FY 2017 as a result of additional state funding, which is addressed in the budget transmittal letter.

The FY 2017 proposed budget includes a \$220,000 appropriation for new sidewalk construction for areas where sidewalks do not currently exist. This funding supplements \$250,000 in sidewalk repair monies for existing sidewalks, funded out of the City's Capital Improvement Fund.

PUBLIC SERVICE DEPARTMENT

Local Streets Special Revenue Fund

| | FY 2015 <u>Actual</u> | FY 2016 <u>Adopted Budget</u> | FY 2016 <u>Projected</u> | FY 2017 <u>Proposed</u> | % Change FY16 Adopted FY17 Proposed |
|--|--------------------------|--------------------------------------|-----------------------------|----------------------------|---|
| <u>Department Appropriation</u> | | | | | |
| Personnel | \$ 2,718,135 | \$ 2,830,461 | \$ 2,657,388 | \$ 2,793,905 | -1.3% |
| Operating | 1,970,814 | 2,196,639 | 2,101,948 | 2,211,691 | 0.7% |
| Capital | 291,744 | 956,700 | 2,270,724 | 1,323,000 | 38.3% |
| Debt Service | 1,367,345 | 1,359,200 | 1,359,200 | 1,383,704 | 1.8% |
| Total | <u>\$ 6,348,038</u> | <u>\$ 7,343,000</u> | <u>\$ 8,389,260</u> | <u>\$ 7,712,300</u> | 5.0% |

\$1.9 million in neighborhood street funding is funded by a voter-approved 1.0 mill property tax millage.

Budgetary Explanations

The decrease in personnel costs from the FY 2016 adopted budget is due to a combination of less-than-anticipated retiree healthcare costs in FY 2016 and a short-term decrease in projected pension costs for FY 2017.

Capital maintenance is increased in FY 2017 as a result of additional state funding, which is addressed in the budget transmittal letter.

PUBLIC SERVICE DEPARTMENT
Sanitary Sewer (Wastewater) Enterprise Fund

| | FY 2015 <u>Actual</u> | FY 2016 Adopted <u>Budget</u> | FY 2016 <u>Projected</u> | FY 2017 <u>Proposed</u> | % Change FY16 Adopted FY17 Proposed |
|--|--------------------------|-------------------------------------|-----------------------------|----------------------------|---|
| <u>Department Appropriation</u> | | | | | |
| Personnel | \$ 5,782,271 | \$ 7,700,245 | \$ 6,586,948 | \$ 7,685,631 | -0.2% |
| Operating | 7,367,282 | 8,383,271 | 8,058,192 | 8,239,903 | -1.7% |
| Capital | 1,505,161 | 1,671,000 | 4,343,054 | 2,551,000 | 52.7% |
| Debt Service | 16,125,937 | 15,980,784 | 15,980,784 | 15,336,466 | -4.0% |
| Transfers | 300,000 | 300,000 | 300,000 | 300,000 | 0.0% |
| Total | <u>\$ 31,080,651</u> | <u>\$ 34,035,300</u> | <u>\$ 35,268,978</u> | <u>\$ 34,113,000</u> | 0.2% |

Budgetary Explanations

No significant operational changes are proposed for FY 2017.

The decrease in personnel costs from the FY 2016 adopted budget is due to a combination of less-than-anticipated retiree healthcare costs in FY 2016 and a short-term decrease in projected pension costs for FY 2017.

Capital expenditure outlays vary from year-to-year. Proposed projects for FY 2017 are listed in the Capital Improvements section of this budget document.

PUBLIC SERVICE DEPARTMENT Garbage & Refuse Enterprise Fund

| | <u>FY 2015 Actual</u> | <u>FY 2016 Adopted Budget</u> | <u>FY 2016 Projected</u> | <u>FY 2017 Proposed</u> | <u>% Change FY16 Adopted FY17 Proposed</u> |
|--|---------------------------|---------------------------------------|------------------------------|-----------------------------|--|
| <u>Department Appropriation</u> | | | | | |
| Personnel | \$ 974,116 | \$ 895,149 | \$ 877,788 | \$ 870,352 | -2.8% |
| Operating | 738,555 | 792,451 | 772,099 | 830,648 | 4.8% |
| Total | <u>\$ 1,712,671</u> | <u>\$ 1,687,600</u> | <u>\$ 1,649,887</u> | <u>\$ 1,701,000</u> | 0.8% |

Budgetary Explanations

No significant operational changes are proposed for FY 2016. Fee increases are proposed for certain cart sizes, and are specified in the fee section of this budget document.

PUBLIC SERVICE DEPARTMENT Recycling Enterprise Fund

| | FY 2015 <u>Actual</u> | FY 2016 Adopted <u>Budget</u> | FY 2016 <u>Projected</u> | FY 2017 <u>Proposed</u> | % Change FY16 Adopted FY17 Proposed |
|--|--------------------------|-------------------------------------|-----------------------------|----------------------------|---|
| <u>Department Appropriation</u> | | | | | |
| Personnel | \$ 1,992,109 | \$ 2,114,598 | \$ 1,956,334 | \$ 2,037,600 | -3.6% |
| Operating | 1,085,021 | 1,441,790 | 1,417,562 | 1,495,087 | 3.7% |
| Debt Service | 453,790 | 454,812 | 454,812 | 454,813 | 0.0% |
| Capital | - | - | - | - | 0.0% |
| Total | <u>\$ 3,530,920</u> | <u>\$ 4,011,200</u> | <u>\$ 3,828,708</u> | <u>\$ 3,987,500</u> | 0.0% |

Budgetary Explanations

No significant operational changes are proposed for FY 2017.

The decrease in personnel costs from the FY 2016 adopted budget is due to a combination of less-than-anticipated retiree healthcare costs in FY 2016 and a short-term decrease in projected pension costs for FY 2017.

PUBLIC SERVICE DEPARTMENT Engineering Internal Service Fund

| | FY 2015 <u>Actual</u> | FY 2016 Adopted <u>Budget</u> | FY 2016 <u>Projected</u> | FY 2017 <u>Proposed</u> | % Change FY16 Adopted FY17 Proposed |
|--|--------------------------|-------------------------------------|-----------------------------|----------------------------|---|
| <u>Department Appropriation</u> | | | | | |
| Personnel | \$ 2,894,874 | \$ 3,224,352 | \$ 2,996,900 | \$ 3,453,715 | 7.1% |
| Operating | 841,150 | 956,228 | 910,200 | 933,885 | -2.3% |
| Capital | 217,304 | 150,000 | 307,724 | 163,000 | 8.7% |
| Debt Service | 165,569 | 158,720 | 158,720 | - | -100.0% |
| Total | <u>\$ 4,118,897</u> | <u>\$ 4,489,300</u> | <u>\$ 4,373,544</u> | <u>\$ 4,550,600</u> | 1.4% |

Budgetary Explanations

The increase in personnel costs are due to changes in allocation of personnel.

The decrease in operating costs is attributable to implementation costs of the new City Works software program in FY 2016.

FY 2016 is the last year for debt service for the Operations and Maintenance facility.

PUBLIC SERVICE DEPARTMENT Fleet Maintenance Internal Service Fund

| | FY 2015 <u>Actual</u> | FY 2016 Adopted <u>Budget</u> | FY 2016 <u>Projected</u> | FY 2017 <u>Proposed</u> | % Change FY16 Adopted FY17 Proposed |
|--|--------------------------|-------------------------------------|-----------------------------|----------------------------|---|
| <u>Department Appropriation</u> | | | | | |
| Personnel | \$ 3,330,442 | \$ 3,537,818 | \$ 3,357,544 | \$ 3,476,960 | -1.7% |
| Operating | 3,395,107 | 3,557,353 | 3,277,048 | 3,802,800 | 6.9% |
| Debt Service | 958,093 | 1,034,129 | 1,034,129 | 1,037,240 | 0.3% |
| Capital | 1,460,886 | 1,000,000 | 1,500,000 | 1,025,000 | 2.5% |
| Total | <u>\$ 9,144,528</u> | <u>\$ 9,129,300</u> | <u>\$ 9,168,721</u> | <u>\$ 9,342,000</u> | 2.3% |

Budgetary Explanations

Two additional mechanic positions are included in the FY 2017 budget. The overall decrease in staffing is due to staffing changeover this past year, as well as a combination of less-than-anticipated retiree healthcare costs in FY 2016 and a short-term decrease in projected pension costs for FY 2017.

The proposed continuation of the high level of capital funding is the result of a recognized investment in replacement of some of the City's aging fleet.

HUMAN RELATIONS & COMMUNITY SERVICES

Description

The Human Relations and Community Services (HRCS) Department pursues City Charter and Ordinance mandates to address basic human services needs and help cultivate a community climate of diversity, equity and nondiscrimination. The Department strives to improve the quality of life for all Lansing citizens by providing leadership to address urgent community issues such as the resolution of homelessness, food insecurity, health care, affordable housing, infant mortality, youth prevention programs, and refugee resettlement.

HRCS Responsibilities

The Department's Human Services focus works in partnership with community coalitions to evaluate community needs, develop grant proposals or programming, and oversee contracts to distribute City funding to address urgent needs. The Department administers Federal Housing and Urban Development (HUD) Continuum of Care (CoC), City Emergency Solutions Grants and acts as Fiduciary for MSHDA ESG funds through sub-contracts with local agencies, providing monitoring and technical assistance. HRCS is the designated CoC Lead and Homeless Management Information System (HMIS) Lead Agency tracking homeless services. The Human Relations focus provides mediation to address community disputes and complaints, and monitors City compliance with laws and ordinances to ensure social equity.

Leveraging Funds - the Department administers Human Services Funding as outlined in the City Charter and ensures the funds are disbursed in a coordinated and efficient manner. These funds are an excellent return on investment, leveraging at least ten (10) times the original amount through other funding that comes back into the community. HRCS assists other City departments and local agencies in identifying resources, completing grant applications and leveraging funding from multiple sources to address community needs. HRCS brings divergent groups together as partners to pool scarce resources to address unmet needs. Priority needs are defined by City Charter as:

- **Basic Needs:** Food, shelter, clothing, transportation, child care, housing assistance and legal help for indigent persons.
- **Life Skills:** Mentoring, academic enhancement, social competency, literacy, conflict resolution, parenting skills development, structured recreation, and self-sufficiency for people with disabilities.
- **Employability Development:** Job readiness and retention, job seeking skills, vocational training, job site development and placement activities.
- **Health/Mental Health:** Health care access, crisis intervention, dental care, prescription medications, health promotion, counseling, substance abuse prevention, safety promotion, hospice and respite care.

Assessing Needs -The Department assesses human services needs within the community, develops priorities, and assures the use of City funds is appropriate and consistent with identified priorities. The Human Relations and Community Services Advisory Board, composed of Lansing residents, provides the citizen's perspective to the Department, fostering mutual understanding and respect among all groups in the city while helping to identify community needs and resources. HRCS periodically holds public forums and invites interested community members and applicant agencies to discuss community needs and services gaps that help determine funding priorities.

The HRCS Department promotes an agency clustering model, whereby agencies providing similar services are encouraged to partner on mutual projects, thus reducing cost inefficiencies and duplicative efforts. Beginning in 2013, all agencies are required to participate in Meet the Need, a community coordination tool bridging the faith community with human services agencies to meet community needs.

HRCS Coordinates Services to Address Gaps

- **Food Security**

The HRCS Department supports a monthly **Mobile Food Pantry and senior site food drop**, staffed by volunteers, through a contract with the Greater Lansing Food Bank, to an estimated 600 households monthly, providing **more than 487 tons of food in 2015**.

Children and Youth are assisted through the HRCS' "**Feed Greater Lansing's Children Program**" distributing more than **5,300 healthy lunches and food boxes to 1,050 identified families in 2015**, families who would otherwise go without during the school district's six weeks of school breaks. This program helps offset State budget cuts that decreased family assistance grants and food supplements.

- **Affordable Housing Shortage**

The One Church One Family (OCOF) Project oversees nine houses through a partnership with local churches and the MSHDA Homeless Families Initiative. The **partnership with local churches capitalizes on volunteers** who provide mentorship, case management and other support services to the large, at-risk families served by the OCOF program.

- **Elder Abuse and Financial Exploitation**

Given the increasing elder population, the HRCS Department was awarded a multi-year grant to create a systemic response to abuse, neglect and financial exploitation in partnership with the Lansing Police Department, Prosecutor's Office, End Violent Encounters, Inc., the Tri-County Office on Aging and Adult Protective Services. The grant ended in 2015, leaving behind a comprehensive system to respond to and prosecute elder abuse, provide victim advocacy, emergency shelter and transitional housing for older victims of abuse. An Elder Abuse Coordinated Community Response Team of area victim services providers remains in the community to plan ongoing prevention strategies, educate the community and provide a systemic response to elder abuse.

- **Community Emergencies**

HRCS staff responded to the urgent housing needs of 27 households who were suddenly displaced by the closing of the **Hampton Park Apartments on Beechfield Street**. Another 80 households were identified as living in an unsuitable dwelling, especially the 39 families and 50 children in residence. HRCS and partner agencies coordinated community responses, organized meetings with residents, located housing and quickly resettled many of these households, preventing their exits into homelessness.

Utility emergencies caused by changes in state laws continued to increase homelessness in the community. HRCS staff secured funding from local utility companies to pay past-due bills for families facing shut offs, preventing their eviction.

Public Housing tenants at risk of eviction due to late rents, fees and delinquent utility bills were assisted through an **HRCS-sponsored Pre-eviction Prevention Program** in collaboration with the Lansing Housing Commission. 135 households maintained their housing and avoided court costs, saving an estimated \$100,000 in taxpayer funds.

Sponsoring Events to serve People in Need

HRCS coordinates and organizes the following annual events -

- **Lansing Community Connect** (Formerly Project Homeless Connect) connected more than 1,000 low-income citizens with 40 nonprofits and local businesses to receive benefits applications, medical screenings, eye exams and eyeglasses, and employment or job-training services. An excellent example of community collaboration, at least 100 community volunteers and business sponsors provided food, personal needs items, haircuts and more.
- **Lansing Kids Connect** provides a pivotal point of positive change for children beginning the school year “ready to learn” with medical, optical, and dental health screenings along with haircuts, shoes, clothing, personal needs items and healthy lunches. In 2015 more than 655 households attended the third annual event and 3,900 children received clothing. This event would not be possible without local merchants providing deep discounts for clothing.
- **Spartans Giving Back** - Taking it to the Streets is a one-day event providing more than 3,200 hours of community services to HRCS events such as *Lansing Community Connect* and *Lansing Kids Connect*, as well as homeless shelters, community centers, public housing, the South Lansing office complex, cemeteries, and a number of other sites.
- **Feed the Babies, Keep them Dry** provided young parents of newborns and toddlers with educational support and healthy options through this HRCS-sponsored event. More than 55 households received diapers, formula, food and information thanks to faith-based partners and the Ingham Co. Health Department, as well as generous individual donors.
- **Dr. Martin Luther King, Jr. and Cesar Chavez** are honored and memorialized annually in January and March through events organized by HRCS staff and community partners. In 2015, the City of Lansing Chavez event went regional in cooperation with MSU’s Office for Inclusion and Intercultural Initiatives, Lansing Community College, and the City of East Lansing. Mayors Virg Bernero and Nathan Triplett, City officials, local citizens and MSU students attended.

Citizen Assistance – HRCS is the City of Lansing’s focal point for citizens seeking help with all types of human services needs providing information, referral and direct assistance as needed. Staff is trained as mediators who may assist residents in resolving neighborhood conflicts or disputes prior to seeking legal action or contact with the courts.

Upholding Principles of Non-Discrimination and Equal Opportunity - The Department is charged with the enforcement of Charter and Ordinance Human Relations mandates which prohibit discrimination, on the basis of protected characteristics, against persons seeking employment, housing, and the use of public facilities. These include labor standards such as the federal Davis Bacon Prevailing Wage Act for City construction projects, as well as Fair Housing enforcement, and the Human Rights Ordinance.

The Department is mandated to ensure City compliance with, and handle complaints related to, the Equal Employment Opportunity Act, the Americans with Disabilities Act, Section 504, and Child Labor Law.

Complaint Investigation – HRCS houses the Police Commission Investigator who conducts independent intake and review of citizen complaints against the Lansing Police Department that may allege inappropriate and/or discourteous actions by police personnel.

Community Supported Agencies and Events –Through HRCS, the City contracts with a variety of community agencies to support other essential programs such as diversion for first time offenders, economic development, educational enhancement, recreation and the Arts, which enhances the quality of life for Lansing citizens.

HUMAN RELATIONS & COMMUNITY SERVICES

| | FY 2015 <u>Actual</u> | FY 2016 <u>Adopted Budget</u> | FY 2016 <u>Projected</u> | FY 2017 <u>Proposed</u> | % Change FY16 Adopted FY17 Proposed |
|--|--------------------------|--------------------------------------|-----------------------------|----------------------------|---|
| <u>Department Appropriation</u> | | | | | |
| Personnel | \$ 811,815 | \$ 992,161 | \$ 930,147 | \$1,094,245 | 10.3% |
| Operating | 144,498 | 136,039 | 147,539 | 154,955 | 13.9% |
| Total | <u>\$ 956,313</u> | <u>\$ 1,128,200</u> | <u>\$ 1,077,686</u> | <u>\$1,249,200</u> | 10.7% |
| | | | | | |
| Human Services | 1,337,269 | 1,520,000 | 1,520,000 | 1,537,500 | 1.2% |
| (1.25% of of General Fund Revenues) | | | | | |

Budgetary Explanations

The FY 2017 includes a new Neighborhood Ombudsman position to address abusive housing circumstances, provide homeowners and renters with information and referrals, and to enhance code enforcement efforts by freeing enforcement officer time currently being spent on such issues.

The increase in operational costs is the result of increased community needs.

(performance measures on next page)

PERFORMANCE MEASUREMENTS

Strategic Goals:

Promoting a vibrant, safe, healthy and inclusive community

Providing reliable, efficient and quality services that are responsive to the needs of residents and businesses

Facilitating regional collaboration and connecting communities

Strategies:

1A. Annual community needs assessment

1B. Allocate the available human service funding to deliver the greatest results

1C. Develop, monitor, and improve grant programs

2A. Establish a regional strategic plan for homelessness

2B. Seek out and apply for federal and state funding with community partners

2C. Develop, monitor, and improve grant programs

3. Departmental staff accept all complaints and work toward resolution

4. Enlist county, municipal, and foundation support for human service needs

| Performance Indicators: | FY 2015 | FY 2016 | FY 2017 |
|---|----------|----------|----------|
| Number of grants/contracts (strategies 1B,1C,2A,2B) | 87 | 98 | 98 |
| Number of chronic homeless (strategies 1A,1B,1C,2A,2B,2C) | 78 | 72 | 65 |
| Number of homeless veterans (strategies 2A,2B,2C) | 55 | 50 | 40 |
| Percent complaints reviewed (strategy 3) | 98% | 98% | 100% |
| Percent of complaints resolved (strategy 3) | 95% | 95% | 100% |
| Number of agency partners (strategies 2B,4) | 2 | 3 | 5 |
| Number of new resources (FMV) (strategy 4) | \$40,000 | \$37,000 | \$50,000 |

PARKS & RECREATION

Description

The Department of Parks and Recreation creates community through people, parks and programs. The mission of the Parks and Recreation Department is to enhance lifestyle opportunities for the citizens of Lansing through the provision of leisure time activities, and the preservation and maintenance of park lands and special recreation facilities. The Department accomplishes this mission in the following ways:

- organization of youth, adult, and senior citizen recreational programming in parks, community centers, schools, swimming pools, nature center, and historic home;
- regular maintenance of all parks and natural areas owned by the City of Lansing, including maintenance of Lansing's urban forest areas through regular cycles of tree planting, fertilization, and trimming;
- providing burial services and cemetery maintenance at the City's three municipal cemeteries;
- providing public golfing opportunities at Groesbeck Golf Course which support recreational and league play in the area;
- supporting youth through the teaching of life-skills through The First Tee of Mid-Michigan program at Sycamore Creek Golf Academy
- provision of special recreation facilities such as Ranney Skate Park, Soldan Dog Park, Gier Park BMX Bicycle Track, Cooley Gardens, Frances Park Rose Garden and the Lansing River Trail linear park.
- sustaining working partnerships with the Lansing School District, Ingham County Parks and Recreation, Michigan Department of Natural Resources, Michigan Natural Resources Trust Fund, Michigan Department of Transportation, Lansing Community College, Capital Region Community Foundation, Michigan State University and various community banking organizations.

The Department receives advisory support from the citizens of Lansing by encouraging their involvement in the following citizen groups: City of Lansing Parks Board, Friends of Turner-Dodge, Fenner Conservancy, the individual Community Center advisory boards and their youth advisory boards, the Baseball and Softball advisory boards and multiple park "Friends" groups. The Department provides support in policy decisions regarding recreational options and facilities to the Mayor and City Council.

Organization

The Parks and Recreation Department consists of four separate divisions:

- **Administration**
The Administration Division includes Management and Business Administration, Park Design, Planning and Research, and the staff support for park and pavilion rentals, event planning and support services for both the General Fund and the Enterprise Fund programs. The Management and Business Administration section is responsible for the salary, hourly, Temporary Employment Agreements, and seasonal payroll and time cards. This section also processes procurement card reconciliations, accounts payable and receivable, and processes paperwork for yearly employee evaluations and step increases.

(continued)

- Field Services

Funding for Field Services which includes; Forestry, Grounds and Landscape Maintenance, and Athletic Field and Pool Maintenance, is located in this part of the budget. Staffing for these activities now resides in the Public Service Department. Below is a description of these services.

The Forestry Section of the Field Services Division is responsible for maintenance of safe and healthy trees in City parks and on City streets. Care includes trimming and removal of dead, damaged or diseased trees and limbs from these areas. They also maintain and stock a city nursery, which provides trees for residential streets, parks, cemeteries, and golf course plantings as needed. Grounds & Landscape Maintenance Section is responsible for care and maintenance of turf, shrubs, ornamental trees and flowers, as well as planting new growth for the next season. They also handle repair of tables, benches, signs and playground equipment, as well as ice and snow removal on trails, parking areas, and park sidewalks during the winter season. Athletic Fields and Pool Maintenance is responsible for the maintenance of City athletic fields and the public outdoor pools at Hunter and Moores Parks, as well as Cemetery burials and grounds maintenance (see Cemetery Fund).

- Leisure Services

The Leisure Services Division operates recreation programs at four Community Centers (Gier, Foster, Letts, Schmidt), Special Recreation Services (Hunter and Moores Swimming Pools, Kids Camp and Therapeutic Recreation) and Lifetime Sports. The division also operates specialized facilities such as the Turner-Dodge House (historic home) and the Fenner Nature Center. Programming at the Fenner Nature Center is conducted by the Fenner Conservancy.

- Golf Operations

The department operates Groesbeck Golf Course which is an 18 hole golf course located at 1600 Ormond. The Sycamore Driving Range and Practice Facility is operated by The First Tee of Mid-Michigan, and is located at 1526 E. Mount Hope Avenue. This program provides quality instruction on the game of golf for youth and adults. The First Tee of Mid-Michigan operates the driving range, which is open to the public for practice.

Facilities

Programmed recreation sites are Letts, Gier, Schmidt and Foster Community Centers; Groesbeck golf course; Sycamore Golf Academy and Driving Range; Lansing River Trail; Moore's Park and Hunter Park swimming pools; Fenner Nature Center; the Turner-Dodge House; Davis, Gier, Ranney, Sycamore, Davis and Kircher Park ball fields. We have several neighborhood parks and athletic fields throughout the city where recreation programming occurs throughout the year. We also provide several facilities for rental which includes Frances Park Rose Garden and overlook, and Cooley Gardens.

PARKS AND RECREATION DEPARTMENT SUMMARY

Department Appropriation

| | FY 2015 <u>Actual</u> | FY 2016 Adopted <u>Budget</u> | FY 2016 <u>Projected</u> | FY 2017 <u>Proposed</u> | % Change FY16 Adopted FY17 Proposed |
|------------------------------|--------------------------|-------------------------------------|-----------------------------|----------------------------|---|
| Parks & Recreation | | | | | |
| General Fund | \$ 7,479,160 | \$ 7,891,400 | \$ 7,750,377 | \$ 7,893,900 | 0.0% |
| Cemeteries Fund | 645,648 | 721,300 | 710,358 | 738,600 | 2.4% |
| Golf Fund | 870,620 | 886,000 | 884,398 | 984,700 | 11.1% |
| Parks Capital Improvements | 365,000 | 720,000 | 720,000 | 770,000 | 6.9% |
| | <u>1,881,268</u> | <u>2,327,300</u> | <u>2,314,756</u> | <u>2,493,300</u> | 7.1% |
| Total Parks & Recreation | <u>\$ 9,360,428</u> | <u>\$ 10,218,700</u> | <u>\$ 10,065,133</u> | <u>\$ 10,387,200</u> | 1.6% |

Budgetary Explanations

Information for the Parks and Recreation Department's various funds is provided in the following pages.

PERFORMANCE MEASUREMENTS

Strategic Goals:

Promoting a vibrant, safe, healthy and inclusive community that provides opportunity for personal and economic growth for residents, businesses and visitors.

Providing reliable, efficient and quality services that are responsive to the needs of residents and businesses

Strategies:

- 1. Ensure physical activity for summer camp participants**
- 2. Provide summer camp participants with nutrition education lessons**
- 3. Provide desirable after-school and summer camps**

| Performance Indicators: | FY 2015 | FY 2016 | FY 2017 |
|---|---------|---------|---------|
| Average number of steps by summer camp participants (strategy 1) | 9,000 | 9,000 | 9,000 |
| Number of nutrition education lessons per week (strategy 2) | 2 | 2 | 2 |
| Percentage Enrollment - after-school programs (strategy 3) | 91% | 94% | 94% |
| Percentage Enrollment - camps (strategy 3) | 94% | 95% | 95% |
| Percent of camp participants/parents that would enroll again (strategy 3) | 91% | 91% | 96% |

PARKS AND RECREATION DEPARTMENT General Fund

| | FY 2015 <u>Actual</u> | FY 2016 Adopted <u>Budget</u> | FY 2016 <u>Projected</u> | FY 2017 <u>Proposed</u> | % Change FY16 Adopted <u>FY17 Proposed</u> |
|--|--------------------------|-------------------------------------|-----------------------------|----------------------------|--|
| <u>Department Appropriation</u> | | | | | |
| Personnel | \$ 4,454,292 | \$ 4,837,885 | \$ 4,726,312 | \$ 4,784,293 | -1.1% |
| Operating | 3,024,868 | 3,053,515 | 3,024,065 | 3,109,607 | 1.8% |
| Total | <u>\$ 7,479,160</u> | <u>\$ 7,891,400</u> | <u>\$ 7,750,377</u> | <u>\$ 7,893,900</u> | 0.0% |

\$1.9 million in park maintenance and infrastructure funding is funded by a voter-approved 1.0 mill property tax millage.

Budgetary Explanations

No significant operational changes are proposed for FY 2017.

The decrease in personnel costs from the FY 2016 adopted budget is due to a combination of less-than-anticipated retiree healthcare costs in FY 2016 and a short-term decrease in projected pension costs for FY 2017.

PARKS AND RECREATION

Municipal Cemeteries Enterprise Fund

| | FY 2015 | FY 2016 | FY 2016 | FY 2017 | % Change |
|--|-------------------|-------------------|-------------------|-------------------|---|
| | <u>Actual</u> | <u>Adopted</u> | <u>Projected</u> | <u>Proposed</u> | <u>FY16 Adopted</u> <u>FY17 Proposed</u> |
| <u>Department Appropriation</u> | | | | | |
| Personnel | \$ 360,762 | \$ 412,330 | \$ 390,548 | \$ 403,186 | -2.2% |
| Operating | 256,999 | 293,320 | 291,923 | 307,527 | -2.3% |
| Transfer - Perpetual Care | 27,887 | 15,650 | 27,887 | 27,887 | 78.2% |
| Total | <u>\$ 645,648</u> | <u>\$ 721,300</u> | <u>\$ 710,358</u> | <u>\$ 738,600</u> | 2.4% |

Budgetary Explanations

No significant operational changes are proposed for FY 2017.

The decrease in personnel costs from the FY 2016 adopted budget is due to a combination of less-than-anticipated retiree healthcare costs in FY 2016 and a short-term decrease in projected pension costs for FY 2017.

PARKS AND RECREATION

Municipal Golf Courses Enterprise Fund

| | FY 2015 <u>Actual</u> | FY 2016 Adopted <u>Budget</u> | FY 2016 <u>Projected</u> | FY 2017 <u>Proposed</u> | % Change FY16 Adopted FY17 Proposed |
|--|--------------------------|-------------------------------------|-----------------------------|----------------------------|---|
| <u>Department Appropriation</u> | | | | | |
| Personnel | \$ 492,506 | \$ 502,350 | \$ 500,458 | \$ 521,423 | 3.8% |
| Operating | 265,051 | 273,650 | 272,940 | 273,277 | -0.1% |
| Capital | 5,943 | 5,000 | 6,000 | 80,000 | 1500.0% |
| Debt Service | 107,120 | 105,000 | 105,000 | 110,000 | 4.8% |
| Total | <u>\$ 870,620</u> | <u>\$ 886,000</u> | <u>\$ 884,398</u> | <u>\$ 984,700</u> | 11.1% |

Budgetary Explanations

For a good portion of FY 2017, several holes on Groesbeck golf course will be closed due to alteration of holds for stormwater management needs in the area. Changes to fees due to the construction are listed in the fee section of this budget document.

Replacement of aged golf equipment is included in the FY 2017 budget.

FY 2016/2017 Use of Park Millage Funds

| | |
|--|---------------------|
| RESOURCES | |
| FY 2015/2016 Parks Millage (1 mill of City's operating levy) | \$ 1,950,000 |
| | <u>\$ 1,950,000</u> |
| USES | |
| <u>Subsidies</u> | |
| Kids Camps (General Fund) | \$ 35,000 |
| Parks Maintenance (General Fund) | 72,050 |
| Golf Fund Subsidy | 711,500 |
| Cemetery Fund Subsidy | 361,450 |
| Amount Used for General Fund Operations & Maintenance | <u>\$ 1,180,000</u> |
| <u>Capital Projects</u> | |
| Grant Match Funds | 200,000 |
| Parking Lot Repair/Replacement | 230,000 |
| Citywide Repair & Maintenance | 250,000 |
| Foster Community Center Ramp Replacement | 15,000 |
| Community Center Carpet/Flooring Replacement | 75,000 |
| | <u>\$ 770,000</u> |
| Total Parks Millage Uses | <u>\$ 1,950,000</u> |

A description of the above-referenced capital projects is available in the Capital Improvements Projects (CIP) section of this budget document.

GENERAL FUND **NON-DEPARTMENTAL EXPENDITURES & TRANSFERS**

| | FY 2015 <u>Actual</u> | FY 2016 Adopted <u>Budget</u> | FY 2016 <u>Projected</u> | FY 2017 <u>Proposed</u> | % Change FY16 Adopted FY17 Proposed |
|--|--------------------------|-------------------------------------|-----------------------------|----------------------------|---|
| <u>Department Appropriation</u> | | | | | |
| Operating Subsidies to Other Funds/Related Entities: | | | | | |
| Cemeteries Fund (Parks Millage) | \$ 412,120 | \$ 425,800 | \$ 425,800 | \$ 361,450 | -15.1% |
| Golf Fund (Parks Millage) | 555,200 | 518,350 | 518,350 | 711,500 | 37.3% |
| Stadium Fund | - | - | - | 411,170 | 100.0% |
| Building Safety Fund | - | 191,140 | 191,140 | - | -100.0% |
| Emergency Shelter Grant Match | 154,673 | - | - | - | -100.0% |
| State & Federal Grant Matches | 78,580 | 200,000 | 200,000 | 402,380 | 101.2% |
| Downtown Lansing Inc. | 67,900 | 69,380 | 69,380 | 133,400 | 92.3% |
| Lansing Economic Dev. Corp. (LEDC) | 80,000 | 170,000 | 170,000 | 170,000 | 0.0% |
| LEPFA | 1,189,900 | 1,206,930 | 1,206,930 | 1,257,300 | 4.2% |
| | <u>\$ 2,538,373</u> | <u>\$ 2,781,600</u> | <u>\$ 2,781,600</u> | <u>\$ 3,447,200</u> | 23.9% |
| Transfers to Other Funds for Capital Improvements: | | | | | |
| Capital Improvements Fund | \$ 1,271,000 | \$ 731,500 | \$ 731,500 | \$ 1,280,000 | 75.0% |
| Parks Millage Fund (Parks Millage) | 365,000 | 720,000 | 720,000 | 770,000 | 6.9% |
| Road Millage (Road Millage) | 1,877,600 | 1,910,000 | 1,910,000 | 1,950,000 | 2.1% |
| Roads/Sidewalks (non-millage) | 950,000 | - | - | - | 0.0% |
| Fleet Fund | 825,000 | 1,000,000 | 1,000,000 | 1,000,000 | 0.0% |
| | <u>\$ 5,288,600</u> | <u>\$ 4,361,500</u> | <u>\$ 4,361,500</u> | <u>\$ 5,000,000</u> | 14.6% |
| City-Supported Agencies | | | | | |
| Sister City | \$ 20,000 | \$ 20,000 | \$ 20,000 | \$ 20,000 | 0.0% |
| Gr Lansing Safety Council | 12,000 | 12,000 | 12,000 | 12,000 | 0.0% |
| Capital Area Rail Council | 3,900 | 3,900 | 3,900 | 3,900 | 0.0% |
| Arts And Culture Grants | 130,000 | 130,000 | 130,000 | 130,000 | 0.0% |
| Silver Bells Administration | 8,000 | 8,000 | 8,000 | 8,000 | 0.0% |
| Community Corrections Advisor | 12,500 | 12,500 | 12,500 | 12,500 | 0.0% |
| LEAP Support | 15,000 | 15,000 | 15,000 | 15,000 | 0.0% |
| Common Ground Support | 130,000 | 130,000 | 130,000 | 130,000 | 0.0% |
| | <u>\$ 331,400</u> | <u>\$ 331,400</u> | <u>\$ 331,400</u> | <u>\$ 331,400</u> | 0.0% |
| Debt Service | | | | | |
| General Fund Debt Service | \$ 1,015,100 | \$ 1,007,100 | \$ 996,145 | \$ 1,045,200 | 3.8% |
| Transfers to Other Funds For Debt Service: | | | | | |
| Debt Service Funds | 268,488 | 253,100 | 245,194 | 231,300 | -8.6% |
| | <u>\$ 1,283,588</u> | <u>\$ 1,260,200</u> | <u>\$ 1,241,339</u> | <u>\$ 1,276,500</u> | 1.3% |
| Library Lease | <u>\$ 153,620</u> | <u>\$ 165,000</u> | <u>\$ 155,000</u> | <u>\$ 165,000</u> | 0.0% |
| Total Non-Departmental | <u>\$ 9,595,581</u> | <u>\$ 8,899,700</u> | <u>\$ 8,870,839</u> | <u>\$ 10,220,100</u> | 14.8% |

Other Budgets

Lansing Entertainment & Public Facilities Authority (LEPFA)

- Lansing Center
- Cooley Law School Stadium
- City Market

Economic Development Corporation (LEDC)

Lansing Brownfield Redevelopment Authority (LBRA)

Tax Increment Financing Authority (TIFA)

Downtown Lansing, Incorporated (DLI)

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Lansing Center - LEPFA Operations

| | Adopted 2014/2015 Budget | Adopted 2015/2016 Budget | Adopted 2016/2017 Budget |
|-------------------------------|--------------------------------|--------------------------------|--------------------------------|
| REVENUES | | | |
| Building Rental | \$ 940,231 | \$ 941,000 | 959,708 |
| Food Services | 2,892,859 | 3,005,629 | 3,128,787 |
| Food Services-Merchandise | 1,000 | 1,000 | 1,000 |
| Food Services-Vendor | 14,081 | 13,500 | 10,062 |
| Equipment Rental | 493,662 | 517,603 | 569,087 |
| Utilities | 161,000 | 172,399 | 172,736 |
| Signage/Promotions | 5,000 | 5,000 | 10,000 |
| Sponsorships | 20,000 | 10,000 | 16,000 |
| Security | 52,254 | 52,742 | 71,736 |
| Box Office | 12,000 | 14,509 | 19,055 |
| Labor/Service | 205,526 | 220,503 | 220,544 |
| Parking | 8,000 | 10,800 | 16,000 |
| Miscellaneous | 16,000 | 16,153 | 16,153 |
| Total Operating Revenues | <u>\$ 4,821,613</u> | <u>\$ 4,980,838</u> | <u>\$ 5,210,868</u> |
| EXPENSES | | | |
| Salaries/Wages | \$ 1,939,061 | 1,979,815 | 2,119,946 |
| Fringes/Related Costs | 622,546 | 648,873 | 722,663 |
| Communications | 20,893 | 17,761 | 9,228 |
| Leases | 44,000 | 39,724 | 30,724 |
| Professional Services | 285,351 | 300,089 | 323,227 |
| Utilities | 770,000 | 812,106 | 862,208 |
| Marketing | 64,899 | 64,899 | 66,171 |
| Repairs/Maintenance | 87,951 | 84,875 | 94,203 |
| Supplies/Materials | 92,787 | 92,471 | 94,119 |
| Events | 72,698 | 73,822 | 73,822 |
| Security | 40,555 | 44,386 | 44,386 |
| Insurance/Bonding | 74,280 | 74,363 | 75,316 |
| Bad Debt | 0 | 25,000 | 7,500 |
| Depreciation | 12,000 | 6,000 | 2,500 |
| F/B Expense | 1,709,283 | 1,762,456 | 1,753,687 |
| Miscellaneous | 80,000 | 80,000 | 80,559 |
| Total Operating Expense | <u>\$ 5,916,304</u> | <u>\$ 6,106,639</u> | <u>\$ 6,360,260</u> |
| Income/(Loss) | (1,094,691) | (1,125,802) | (1,149,392) |
| Interest of Bank Accounts | \$ 4,279 | \$ 120 | \$ 210 |
| Sales/Marketing Reimbursement | 265,000 | 300,000 | 321,000 |
| | <u>\$ 269,279</u> | <u>\$ 300,120</u> | <u>\$ 321,210</u> |
| Income/(Loss) | (825,412) | (825,682) | (828,182) |
| City Contribution | \$ 825,412 | \$ 825,682 | \$ 828,182 |

Cooley Law School Stadium - LEPFA Operations

| | Adopted 2014/2015 Budget | Adopted 2015/2016 Budget | Proposed 2016/2017 Budget |
|--------------------------|--------------------------------|--------------------------------|---------------------------------|
| REVENUES | | | |
| Misc | \$ 5,000 | \$ 6,000 | \$ 6,000 |
| Total Operating Revenue | <u>\$ 5,000</u> | <u>\$ 6,000</u> | <u>\$ 6,000</u> |
| EXPENSES | | | |
| Salaries/Wages | \$ 54,557 | \$ 55,755 | \$ 56,319 |
| Fringes/Related Costs | 25,968 | 27,270 | 28,131 |
| Communications | 1,653 | 1,653 | 2,368 |
| Professional Services | 2,500 | 2,500 | 2,500 |
| Utilities | 122,121 | 141,628 | 147,263 |
| Marketing | 4,160 | 4,160 | 4,160 |
| Repairs/Maintenance | 53,353 | 41,042 | 55,937 |
| Supplies/Materials | 4,338 | 4,425 | 4,425 |
| Concessions/Catering | - | - | 6,650 |
| Insurance/Bonding | 24,444 | 24,444 | 24,444 |
| Depreciation | 1,800 | 1,800 | 1,800 |
| Miscellaneous | 20,795 | 29,045 | 21,395 |
| Income/(Loss) | <u>\$ 315,689</u> | <u>\$ 333,722</u> | <u>\$355,392</u> |
| Interest Income | | | |
| Income/(Loss) | (310,689) | (327,722) | (349,392) |
| City Contribution | \$ 310,689 | \$ 327,722 | \$349,392 |

Lansing City Market - LEPFA Operations

| | Adopted 2014/2015 Budget | Adopted 2015/2016 Budget | Proposed 2016/2017 Budget |
|--------------------------|--------------------------------|--------------------------------|---------------------------------|
| REVENUES | | | |
| Building Rental | \$ 114,125 | \$ 119,302 | \$ 90,968 |
| Equipment Rental | 275 | 275 | 1,000 |
| Utility Revenue | 15,000 | 15,000 | 12,000 |
| Miscellaneous Revenue | 7,180 | 8,510 | 9,010 |
| Total Operating Revenues | <u>\$ 136,580</u> | <u>\$ 143,087</u> | <u>\$ 112,978</u> |
| EXPENSES | | | |
| Salaries/Wages | \$ 63,780 | \$ 64,635 | \$ 66,125 |
| Fringes/Related Costs | 22,230 | 22,878 | 23,166 |
| Communications | 1,761 | 1,761 | 2,241 |
| Professional Services | 2,000 | 2,000 | 2,000 |
| Utilities | 64,008 | 68,719 | 68,371 |
| Marketing | 10,000 | 10,000 | 10,000 |
| Repairs/Maintenance | 5,974 | 6,093 | 6,858 |
| Supplies/Materials | 8,682 | 8,856 | 8,856 |
| Insurance/Bonding | 1,948 | 1,948 | 1,948 |
| Depreciation | 9,180 | 9,180 | 2,180 |
| Miscellaneous | 540 | 540 | 945 |
| Total Operating Expense | <u>\$ 190,103</u> | <u>\$ 196,610</u> | <u>\$ 192,690</u> |
| Income/(Loss) | (53,523) | (53,523) | (79,712) |
| City Contribution | \$ 53,523 | \$ 53,523 | \$ 79,712 |

**LANSING ECONOMIC DEVELOPMENT CORPORATION
FY 2016/2017 BUDGET**

| <u>Description</u> | FY 2014/2015 | FY 2015/2016 | FY2015/2016 | FY 2016/2017 |
|---|----------------|----------------|------------------|------------------------|
| | <u>Actuals</u> | <u>Budget</u> | <u>Projected</u> | <u>Proposed Budget</u> |
| General Operating Income | | | | |
| Brownfield Admin | 92,779 | 90,050 | 90,050 | 81,982 |
| City of Lansing Contract | 80,000 | 170,000 | 170,000 | 170,000 |
| Raddison Annual Payment | 100,000 | 100,000 | 100,000 | 100,000 |
| Annual Issuer's Fees | 28,619 | 23,000 | 23,000 | 21,000 |
| TIFA Admin | 136,487 | 135,000 | 135,000 | 134,853 |
| Arts & Culture Contract | 130,000 | 130,000 | 130,000 | 130,000 |
| Fund Balance | - | - | - | 6,165 |
| Loan Interest | 11,983 | 4,300 | 7,527 | 6,500 |
| Interest Income | 5,428 | 1,000 | 3,218 | 1,500 |
| Miscellaneous Revenue | - | 50 | - | 50 |
| Gain Loss on Sale of Equipment | (11,200) | - | - | - |
| Total General Operating Income | 574,095 | 653,400 | 658,795 | 652,050 |
| Business Incubator Income | | | | |
| Fund Balance | - | 74,491 | - | 47,614 |
| Business Incubator Rental Income | 32,621 | 34,800 | 39,464 | 53,828 |
| Sponsorship Income | 10,000 | 10,000 | 2,500 | 10,000 |
| LEAP RIN Grant | - | - | 5,000 | - |
| MEDC Grant for Rent/Utilities | - | - | 25,000 | - |
| Autopay Bank Fees | 232 | 360 | 60 | - |
| Business Incubator Retail Commission | 3,416 | 3,800 | 62 | - |
| Application Fees | - | - | 100 | 100 |
| Event Income | 750 | 750 | 700 | 600 |
| Speaker Series Events | 1,000 | - | 410 | - |
| Total Business Incubator Income | 48,019 | 124,201 | 73,296 | 112,142 |
| Total Income | 622,115 | 777,601 | 732,090 | 764,192 |
| General Operating Expenditures | | | | |
| Depreciation | 23,663 | - | 28,553 | 28,553 |
| Arts & Culture Grants | 130,000 | 130,000 | 130,000 | 130,000 |
| Contractual Services | 427,201 | 518,000 | 518,000 | 519,000 |
| EB-5 Regional Center | 2,076 | 2,400 | - | - |
| Insurance & Bonds | 1,438 | 2,000 | 2,000 | 2,000 |
| Miscellaneous Operating | 490 | 1,000 | - | 1,000 |
| Sign Grant | 1,000 | - | - | - |
| Bank Fees | 362 | - | (21) | 50 |
| Parking Lot 55 Reimbursement | 7,324 | - | - | - |
| Total General Operating Expenditures | 593,553 | 653,400 | 678,532 | 680,603 |
| Less Depreciation Expense | (23,663) | - | (28,553) | (28,553) |
| Total General Operating Expenditures | 569,890 | 653,400 | 649,979 | 652,050 |

CONTINUED

**LANSING ECONOMIC DEVELOPMENT CORPORATION
FY 2016/2017 BUDGET**

| <u>Description</u> | FY 2014/2015 | FY 2015/2016 | FY2015/2016 | FY 2016/2017 |
|--|-----------------|----------------|-----------------|--------------------|
| | Actuals | Budget | Projected | Proposed Budget |
| Business Incubator Expenditures | | | | |
| IPN Fees | 38 | - | 53 | - |
| Contractual Services | 21,803 | 11,760 | 3,530 | 10,000 |
| Equipment | 16,494 | 3,000 | 5,224 | 2,500 |
| Miscellaneous Operating | (500) | - | - | - |
| Utilities | 14,200 | 27,000 | 14,955 | 27,000 |
| Rent | 40,785 | 48,942 | 48,942 | 48,942 |
| Telephone/Communications | 2,251 | 2,700 | 2,396 | 2,700 |
| Marketing | 1,442 | - | - | - |
| Insurance | 2,641 | 3,100 | 294 | 1,500 |
| Mileage | 250 | 1,800 | 106 | - |
| Mercury Credit Card Fees | - | 1,919 | - | - |
| Showroom Supplies | 560 | 3,480 | 1,557 | 2,500 |
| Facility Maintenance | - | 3,000 | - | - |
| Software Subscriptions | - | 7,500 | 6,636 | 7,000 |
| Facilities Management (CBRE) | - | 10,000 | 3,098 | 10,000 |
| Total Business Incubator Expenditures | 99,964 | 124,201 | 86,792 | 112,142 |
| Total Expenditures | 693,517 | 777,601 | 765,324 | 792,745 |
| Net Income | (71,402) | 0 | (33,233) | (28,553) |
| Add Back Depreciation Expense | 23,663 | 0 | 28,553 | 28,553 |
| Net Income | (47,739) | 0 | (4,681) | - |

LANSING BROWNFIELD REDEVELOPMENT AUTHORITY
FY 2016/2017 BUDGET

| <u>Description</u> | FY 2014/2015 Actual | FY 2015/2016 Amended Budget | FY 2015/2016 Projected | FY 2016/2017 Proposed Budget |
|--|------------------------|--------------------------------|---------------------------|---------------------------------|
| Revenues | | | | |
| TAX REVENUE FOR BROWNFIELD RLF | 299,169 | 282,236 | 282,236 | 402,355 |
| PLAN 2 MOTOR WHEEL | 275,207 | 270,871 | 270,871 | 194,932 |
| PLAN 5 BTS | 352,853 | 355,693 | 355,693 | 137,944 |
| PLAN 9 SCHAFER BAKERY | 414 | 416 | 416 | 414 |
| PLAN 12 PERCY BEAN | 4,772 | 4,875 | 4,875 | 5,576 |
| PLAN 14 PRUDDEN | 53,227 | 54,258 | 54,258 | 54,356 |
| PLAN 19 STYLELINE | 6,490 | 5,675 | 5,675 | 7,903 |
| PLAN 20 LORANN OILS | 11,311 | 10,436 | 10,436 | 10,575 |
| PLAN 21 DEVON SELF STORAGE (formerly WOLHE LBRA ADMIN | 28,273 | 28,980 | 28,980 | 29,021 |
| PLAN 30 BROWNFIELD DEV SPEC | 93,527 | 95,827 | 95,827 | 81,982 |
| PLAN 23 STADIUM DISTRICT PARTNERS | 9,191 | 9,337 | 9,337 | 9,443 |
| PLAN 37 CEDAR ST SCHOOL | 119,822 | 117,811 | 117,811 | 104,779 |
| PLAN 40 POINT NORTH | 6,498 | 8,462 | 8,462 | 6,736 |
| PLAN 42 NU UNION | - | 16,343 | 16,343 | 16,343 |
| PLAN 8b JNL | 9,497 | 9,989 | 9,989 | 10,044 |
| PLAN 53 MICH AVE INVESTORS | 139,381 | 152,031 | 152,031 | 151,662 |
| PLAN 56 EMERGENT BIOSOLUTION | 38,178 | 38,864 | 38,864 | 38,846 |
| HAZ SUB-BROWNFIELD EPA (2015) | 185,479 | 189,359 | 189,359 | 189,989 |
| PETRO-BROWNFIELD EPA (2015) | - | 400,000 | 400,000 | - |
| HAZ SUB-BROWNFIELD EPA (2012) | - | 100,000 | 100,000 | - |
| PETRO-BROWNFIELD EPA (2012) | 65,611 | - | 2,306 | - |
| FEDERAL GRANTS (EPA BCRLF) | 3,700 | - | 142 | - |
| INTEREST INCOME | 372,546 | - | 546,988 | - |
| | 1,907 | 1,000 | 1,538 | 1,000 |
| | 2,077,053 | 2,152,459 | 2,702,433 | 1,453,900 |

| <u>Description</u> | FY 2014/2015 Actual | FY 2015/2016 Amended Budget | FY 2015/2016 Projected | FY 2016/2017 Proposed Budget |
|--|------------------------|--------------------------------|---------------------------|---------------------------------|
| Expenditures | | | | |
| HAZ SUB BROWNFIELD EPA (2015) | - | 400,000 | 400,000 | - |
| PETRO BROWNFIELD EPA (2015) | - | 100,000 | 100,000 | - |
| HAZ SUB BROWNFIELD EPA (2012) | 65,611 | - | 2,306 | - |
| PETRO BROWNFIELD EPA (2012) | 3,700 | - | 142 | - |
| ADMINISTRATION EXPENSES TO EDC | 93,527 | 95,827 | 95,827 | 81,982 |
| BROWNFIELD REVOLVING LOAN FUND | 186,528 | 282,236 | 282,236 | 402,355 |
| CAPITAL OUTLAY/CONSTRUCTION (EPA BCRLF) | 372,546 | - | 546,988 | - |
| PLAN 2 MOTOR WHEEL | 275,207 | 270,871 | 270,871 | 194,932 |
| PLAN 9 SCHAFER BAKERY | 414 | 415 | 415 | 414 |
| PLAN 12 PERCY BEAN | 4,772 | 4,875 | 4,875 | 5,576 |
| PLAN 14 PRUDDEN | 53,227 | 54,258 | 54,258 | 54,356 |
| PLAN 19 STYLELINE | 6,490 | 5,675 | 5,675 | 7,903 |
| PLAN 20 LORANN OILS | 11,311 | 10,435 | 10,435 | 10,575 |
| PLAN 21 DEVON STORAGE (formerly WOHLERT) | 28,273 | 28,980 | 28,980 | 29,021 |

| | | | | |
|---|------------------|------------------|------------------|------------------|
| PLAN 23 STADIUM PTR | 119,822 | 117,811 | 117,811 | 104,779 |
| PLAN 30 BROWNFIELD DEV SPECIALISTS | 9,191 | 9,337 | 9,337 | 9,443 |
| PLAN PLAN 37 CEDAR ST SCHOOL | 6,498 | 8,462 | 8,462 | 6,736 |
| PLAN 40 POINT NORTH | - | 16,343 | 16,343 | 16,343 |
| PLAN 42 NU UNION | 9,497 | 9,989 | 9,989 | 10,044 |
| PLAN 8b JNL | 139,381 | 152,031 | 152,031 | 151,662 |
| PLAN 53 MICH AVE INVESTORS | - | 38,863 | 38,863 | 38,846 |
| PLAN 56 EMERGENT BIOSOLUTION | 185,479 | 189,359 | 189,359 | 189,989 |
| OP TFR PARKING SYSTEM/BTS LOAN REPAYMEN | 352,853 | 355,693 | 355,693 | 137,944 |
| | 1,924,329 | 2,151,459 | 2,700,894 | 1,452,900 |

| <u>Description</u> | FY 2014/2015 Actual | FY 2015/2016 Amended Budget | FY 2015/2016 Projected | FY 2016/2017 Proposed Budget |
|---|------------------------|--------------------------------|---------------------------|---------------------------------|
| Beginning Fund Balance | 934,007 | 1,086,731 | 1,086,731 | 1,088,271 |
| Surplus/(Deficit) | 152,724 | 1,000 | 1,540 | 1,000 |
| Ending Fund Balance | 1,086,731 | 1,087,731 | 1,088,271 | 1,089,271 |
| Less: Ending Restricted Fund Balance | (1,016,310) | (1,016,310) | (1,016,310) | (1,016,310) |
| Ending Un-restricted Fund Balance | 70,422 | 71,422 | 71,961 | 72,961 |

Restricted Revenues

RLFA Revenues

| | | | | |
|--------------------------------------|---|---|---|---|
| TAX REVENUE FOR REVOLVING ASSESSMENT | - | - | - | - |
|--------------------------------------|---|---|---|---|

RLFA Expenditures

| | | | | |
|-----------------------|---|---|---|---|
| Eligible Expenditures | - | - | - | - |
|-----------------------|---|---|---|---|

| | | | | |
|---|----------------|----------------|----------------|----------------|
| Beginning RLFA Restricted Fund Balance | 123,875 | 123,875 | 123,875 | 123,875 |
|---|----------------|----------------|----------------|----------------|

| | | | | |
|--|----------------|----------------|----------------|----------------|
| Ending RLFA Restricted Fund Balance | 123,875 | 123,875 | 123,875 | 123,875 |
|--|----------------|----------------|----------------|----------------|

RLF Revenues

| | | | | |
|---------------------|---------|---------|---------|---------|
| TAX REVENUE FOR RLF | 302,831 | 282,236 | 282,236 | 402,355 |
|---------------------|---------|---------|---------|---------|

RLF Expenditures

| | | | | |
|-----------------------|---------|---------|---------|---------|
| ELIGIBLE EXPENDITURES | 186,528 | 282,236 | 282,236 | 402,355 |
|-----------------------|---------|---------|---------|---------|

| | | | | |
|--|----------------|----------------|----------------|----------------|
| Beginning RLF Restricted Fund Balance | 776,131 | 892,435 | 892,435 | 892,435 |
|--|----------------|----------------|----------------|----------------|

| | | | | |
|---|----------------|----------------|----------------|----------------|
| Ending RLF Restricted Fund Balance | 892,435 | 892,435 | 892,435 | 892,435 |
|---|----------------|----------------|----------------|----------------|

**TAX INCREMENT FINANCE AUTHORITY
FY 2016/2017 BUDGET**

| <u>Description</u> | FY 2014/2015 Actual | FY 2015/2016 Amended Budget | FY 2015/2016 Projected | FY 2016/2017 Proposed Budget |
|---|---------------------------|--------------------------------------|------------------------------|---------------------------------------|
| | | | | |
| Revenues | | | | |
| PROPERTY TAX LEVY | 2,725,384 | 2,900,800 | 2,900,800 | 2,697,060 |
| PROPERTY TAX LEVY-SCHOOL | 3,089 | - | - | - |
| PROPERTY TAX PENALTY AND INTEREST | 1,262 | - | - | - |
| INTEREST INCOME | 2,331 | - | - | - |
| INTEREST INCOME - RESTRICTED | 1,585 | - | - | - |
| FROM FUND BALANCE | - | (1,734,453) | - | 1,843,808 |
| | 2,733,651 | 1,166,347 | 2,900,800 | 4,540,868 |
| Expenditures | | | | |
| MISCELLANEOUS OPERATING | 136,487 | 145,040 | 135,000 | 134,853 |
| LEASES | - | 1,840,000 | 1,840,000 | 3,385,000 |
| DEBT SERVICE-TIFA COURTS | 573,375 | 573,237 | 573,537 | 572,945 |
| DEBT SERVICE-TIFA CONV CNTR | 449,052 | 448,070 | 448,070 | 448,070 |
| | 1,158,914 | 3,006,347 | 2,996,607 | 4,540,868 |
| Beginning Fund Balance: | 3,192,259 | 4,766,996 | 4,766,996 | 4,671,189 |
| Surplus/(Deficit) | 1,574,737 | (105,547) | (95,807) | (1,843,808) |
| Ending Fund Balance | 4,766,996 | 4,661,449 | 4,671,189 | 2,827,381 |
| Less: Ending Restricted Fund Balance | (1,428,325) | (980,255) | (980,255) | (532,185) |
| Ending Unrestricted Fund Balance | 3,338,671 | 3,681,194 | 3,690,934 | 2,295,196 |
| Restricted Revenues | | | | |
| INTEREST INCOME - RESTRICTED | - | - | - | - |
| RESTRICTED REVENUE DEPOSIT 2014 | - | - | - | - |
| | - | - | - | - |
| Expenditures | | | | |
| DEBT SERVICE-TIFA CONV CNTR | 449,052 | 448,070 | 448,070 | 448,070 |
| Beginning Fund Balance Reserved for Debt Service | 1,877,377 | 1,428,325 | 1,428,325 | 980,255 |
| Surplus/(Deficit) | (449,052) | (448,070) | (448,070) | (448,070) |
| Ending Fund Balance Reserved for Debt Service | 1,428,325 | 980,255 | 980,255 | 532,185 |

City of Lansing
Fiscal Year July 1, 2016 - June 30, 2017
Downtown Lansing Incorporated Special Revenue Fund
(formerly Principal Shopping District)

| | <u>FY 2015 Actual</u> | <u>FY 2016 Adopted Budget</u> | <u>FY 2016 Projected</u> | <u>FY 2017 Proposed</u> | <u>% Change FY16 Adopted FY17 Proposed</u> |
|--------------------------------------|---------------------------|---------------------------------------|------------------------------|-----------------------------|--|
| Beginning Fund Balance | 12,609 | 21,382 | 21,382 | 21,731 | |
| <u>Revenues</u> | | | | | |
| Special Assessments | 408,931 | 409,000 | 399,000 | 399,000 | -2.4% |
| Grants | 10,000 | 10,000 | 10,000 | 10,000 | 0.0% |
| Miscellaneous | 243,747 | 256,410 | 281,233 | 258,300 | 0.7% |
| Transfer from General Fund | 67,900 | 69,380 | 69,380 | 133,400 | 92.3% |
| Total Revenues | <u>730,578</u> | <u>744,790</u> | <u>759,613</u> | <u>800,700</u> | 7.5% |
| <u>Expenditures</u> | | | | | |
| Personnel | 142,641 | 147,555 | 164,316 | 168,977 | |
| Operating | 579,164 | 592,645 | 594,948 | 631,723 | |
| Total Expenditures | <u>721,805</u> | <u>740,200</u> | <u>759,264</u> | <u>800,700</u> | 8.2% |
| Fund Balance Increase/(Decrease) | 8,773 | 4,590 | 349 | - | |
| Ending Fund Balance | 21,382 | 25,972 | 21,731 | 21,731 | 90.0% |

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Fiscal Year 2017 Capital Improvement Plan

FY 2017 City-Wide Capital Improvement Program

| FY 2017 City-Wide Capital Improvement Program | | Funding Sources | | | | | | | |
|--|--------------------------|-----------------|------------------|-----------------|-----------------|---------------|-----------------------------------|-------------------|-----------------------------------|
| Project | FY 2017 Appropriation | General Fund | Parks Millage | Street Funds | Parking Fund | Sewer Fund | Information Technology Fund | Grants/ Trusts | Bonds/ Loans/ Spec. Assess. |
| <u>General Facilities</u> | | | | | | | | | |
| Stadium Turf and Irrigation | 300,000 | 300,000 | | | | | | | |
| Facility Needs | 500,000 | 500,000 | | | | | | | |
| Subtotal | 800,000 | 800,000 | - | - | - | - | - | - | - |
| <u>Technology/Equipment</u> | | | | | | | | | |
| Public Education & Gov't (PEG) Capital Improvements | 200,000 | | | | | | | 200,000 | |
| District Court E-Filing Project | 100,000 | | | | | | 100,000 | | |
| Virtual Servers and Storage | 220,000 | | | | | | 220,000 | | |
| Virtual Video Conferencing Bridge | 19,000 | | | | | | 19,000 | | |
| Computer Replacements | 150,000 | | | | | | 150,000 | | |
| Police Records Management System | 350,000 | - | | | | | | 350,000 | |
| Election Equipment | 500,000 | 100,000 | | | | | | 400,000 | |
| Subtotal | 1,539,000 | 100,000 | - | - | - | - | 489,000 | 950,000 | - |
| <u>Planning & Neighborhood Development</u> | | | | | | | | | |
| Master Plan Update | 30,000 | 30,000 | | | | | | | |
| Parking Scooter Replacement | 30,500 | | | | 30,500 | | | | |
| On-Street & North Capitol Ramp Striping | 15,000 | | | | 15,000 | | | | |
| South Capitol Ramp Concrete Sealing | 71,000 | | | | 71,000 | | | | |
| South Capitol Ramp LED Lighting Upgrades | 150,000 | | | | 150,000 | | | | |
| Parking Ramp & Lot Wayfinding Signage | 50,000 | | | | 50,000 | | | | |
| Paystation & Office Equipment Credit Card Upgrades | 33,500 | | | | 33,500 | | | | |
| Ticket/Permit Software Upgrade | 150,000 | | | | 150,000 | | | | |
| Lot 49(A) Paving & Striping | 25,000 | | | | 25,000 | | | | |
| Parking Ramp Storm Drain Maintenance | 150,000 | | | | 150,000 | | | | |
| North Capitol Ramp Control System | 17,000 | | | | 17,000 | | | | |
| Parking Ramp Structure Maintenance | 103,000 | | | | 103,000 | | | | |
| Subtotal | 825,000 | 30,000 | - | - | 795,000 | - | - | - | - |
| <u>Parks & Recreation</u> | | | | | | | | | |
| Grant Match Funds | 200,000 | | 200,000 | | | | | | |
| Parking Lot Repair/Replacement | 230,000 | | 230,000 | | | | | | |
| Citywide Repair & Maintenance | 250,000 | | 250,000 | | | | | | |
| Foster Community Center Ramp Replacement | 15,000 | | 15,000 | | | | | | |
| Community Center Carpet/Flooring Replacement | 75,000 | | 75,000 | | | | | | |
| | 770,000 | - | 770,000 | - | - | - | - | - | - |
| <u>Public Service</u> | | | | | | | | | |
| Sidewalk Repairs | 350,000 | 250,000 | | | | | | | 100,000 |
| Sidewalk Gap Closure Program | 220,000 | | | 220,000 | | | | | |
| Major Maintenance - Major and Local Streets | 1,500,000 | | | 1,500,000 | | | | | |
| Surface Transportation Program (STP) Federal Aid Project | 2,500,000 | | | 1,000,000 | | | | 1,500,000 | |
| Signalization and Modernization of Traffic Signals | 223,000 | | | 223,000 | | | | | |
| Bridge Improvements | 630,000 | | | 630,000 | | | | | |
| Bike Lanes | 152,500 | | | 152,500 | | | | | |
| Trunkline Improvements | 50,000 | | | 50,000 | | | | | |
| Paulson Landfill - Engineering study /improvements | 200,000 | 200,000 | | | | | | | |

FY 2017 City-Wide Capital Improvement Program

| | | Funding Sources | | | | | | | |
|---|----------------------------------|-------------------------|--------------------------|-------------------------|-------------------------|-----------------------|--|---------------------------|--|
| Project | FY 2017 Appropriation | <u>General Fund</u> | <u>Parks Millage</u> | <u>Street Funds</u> | <u>Parking Fund</u> | <u>Sewer Fund</u> | <u>Information Technology Fund</u> | <u>Grants/ Trusts</u> | <u>Bonds/ Loans/ Spec. Assess.</u> |
| City Share of Sanitary Sewers | 1,160,000 | | | | | 1,160,000 | | | |
| City Share of Delta and Delhi Township Sewers | 10,000 | | | | | 10,000 | | | |
| Pump Station Radio System | 230,000 | | | | | 230,000 | | | |
| Pump Station Switchgear Maintenance | 100,000 | | | | | 100,000 | | | |
| Scott Park Pump Station VFD Replacement | 320,000 | | | | | 320,000 | | | |
| Wastewater Treatment Plant Energy Efficiency Measures | 50,000 | | | | | 50,000 | | | |
| Wastewater Treatment Plant Roof Replacement | 200,000 | | | | | 200,000 | | | |
| Solids Handling Belt Filter Press | 125,000 | | | | | 125,000 | | | |
| Tertiary Buried Power Supply Replacement | 40,000 | | | | | 40,000 | | | |
| Wastewater Drying Bed Design | 30,000 | | | | | 30,000 | | | |
| Wastewater Digester Remediation | 35,000 | | | | | 35,000 | | | |
| Wet Weather Program | 250,000 | | | | | 250,000 | | | |
| Subtotal | 8,375,500 | 450,000 | - | 3,775,500 | - | 2,550,000 | - | 1,500,000 | 100,000 |
| | | | | | | | | | |
| <u>Fleet Services</u> | | | | | | | | | |
| Vehicle & Equipment Purchases | 1,000,000 | 1,000,000 | | | | | | | |
| | 1,000,000 | 1,000,000 | - | - | - | - | - | - | - |
| Total Capital Projects - FY 2016/2017 | 13,309,500 | 2,380,000 | 770,000 | 3,775,500 | 795,000 | 2,550,000 | 489,000 | 2,450,000 | 100,000 |

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FISCAL YEAR 2017 CAPITAL IMPROVEMENT PROJECTS

FACILITIES

Stadium Turf and Irrigation

Replacement of turf and irrigation system for Cooley Law School Stadium due to age and condition of the current turf, which is over ten years old and has reached the life cycle for the turf and its components.

Facility Needs

Funding for facility needs for City Hall and other various city facilities, as well as planning for future facility locations.

TECHNOLOGY & EQUIPMENT

Office of Community Media – Public Education & Government (PEG) Restricted Funds

The restricted PEG funds proposed for FY 2017 CIP include acquisition of and upgrades to equipment and facilities utilized by the Office of Community Media for the PEG network.

District Court E-filing Project

Workflow and data management for State-mandated e-filing fee filing process.

Virtual Servers and Storage

The city's virtual infrastructure is critical to the operation of the city's applications. While the majority of the city's servers are already virtualized on the VMware platform, there remain a number of old, physical servers that need to be virtualized. In addition, any new servers that are added due to new projects and applications will be virtualized. This growth has outpaced the existing virtual environment and requires additional resources be added to sustain the growth. Along with this, the existing data storage needs continue to grow and are also outpacing the available remaining storage resources. In order to accommodate the virtual server growth along with the exponential data storage needs, it is critical that additional storage is acquired and implemented soon.

Virtual Video Conferencing Bridge

The existing video conferencing bridge is outdated and no longer functions with any of the newer video conferencing units that the city owns, such as those operated by the Fire Department. The video conferencing bridge is used by the city for day-to-day operations as well as emergency operations. In order to have an operational video conferencing bridge, a new platform must be acquired. The city's IT has tested various options and identified a product that is the most cost effective and compatible with the existing, modern video conferencing units. This is requested in order to acquire licensing to fully implement the platform that was tested.

FISCAL YEAR 2017 CAPITAL IMPROVEMENT PROJECTS

Computer Replacements

Replacement of aged, outdated computers in various areas of the City.

Police Records Management System

Replacement of the current records management system, which will no longer be supported after January 1, 2018.

Election Equipment

Local share of statewide replacement of election equipment. The State is covering 80% of the cost, with the remaining 20% funding from local jurisdictions.

PLANNING & NEIGHBORHOOD DEVELOPMENT

Master Planning Project

Update of the Design Lansing Comprehensive Plan, include 425 areas, blight reduction, and commercial corridors.

Parking Scooter Replacement

Replacement of parking scooters used by parking enforcement workers, due to age and usage

On-street & North Capitol ramp Striping

Restriping of on-street and North Capitol ramp parking spaces which have become worn and present challenges in terms of violation enforcement.

South Capitol Ramp Sealer

Concrete sealing essential for the preservation of the South Capitol Ramp (performed every 5 years)

South Capitol Ramp LED Lighting Upgrades

Purchase and installation of LED lighting in the South Capitol ramp for energy efficiency and lighting enhancement

Parking Ramp & Lot Wayfinding Signage

New wayfinding signs on Cedar Street, City Market Drive and at the entrances/exits in the lots for replacement of old, weathered, and outdated signage.

Paystation & Office Equipment Credit Card Upgrades

Upgrade of credit card processing for enhanced encryption and PCI chip recognition.

Ticket/Permit Software Upgrade

Upgrade of software automation to enhance customer service, including upgrades to limit the need for handwritten parking tickets.

FISCAL YEAR 2017 CAPITAL IMPROVEMENT PROJECTS

Lot 49(A) Paving & Striping

Asphalt and striping of Lot 49(A) for event parking.

Parking Ramp Storm Drain Maintenance

Necessary storm drain maintenance of parking ramps

North Capitol Ramp Control System

Replacement of outdated facility control system for the North Capitol ramp to more efficiently pinpoint and address issues.

Parking Ramp Structure Maintenance

Minor maintenance of parking ramps as needed throughout the fiscal year.

PARKS AND RECREATION

Grant Match Funds

Matching used for parks and recreation grant opportunities

Parking Lot Repair/Replacement

Partial funding for parking lot repairs needed in a number of Parks & Recreation sites and in City cemeteries.

City Wide Repair and Maintenance

Funding for repairs and maintenance needs throughout the Lansing parks system.

Foster Community Center Ramp Replacement

Replacement of the entrance ramp at the Foster Community Center for accessibility and Americans with Disabilities Act (ADA) compliance.

Community Center Carpet/Flooring Replacement

Replacement of worn and damaged flooring in community centers

PUBLIC SERVICE

Sidewalk Repairs

This request will fund repair of some of the existing sidewalk network. Property owners are assessed for a portion of the work, consistent with the City ordinance.

Sidewalk Gap Closure

Installation of new sidewalk along high priority major street corridors, consistent with the Gap Closure Report originally created in 2005

Major Maintenance – Major and Local Streets

Repairs to the street network.

FISCAL YEAR 2017 CAPITAL IMPROVEMENT PROJECTS

Surface Transportation Program (STP) Federal Aid Project

City's share of costs for federally funded Surface Transportation Program (STP) projects. Recipients of STP funds are obligated to pay for all of the engineering costs and 20% of the construction costs. This funding will provide the engineering and match funds for reconstruction of Michigan Ave. between Bingham and Clemens in FY 2017 and the design engineering funds for Michigan Ave. between Clemens and Charles scheduled for reconstruction in FY 2018.

Signalization and Modernization of Traffic Signals

Part of the ongoing program to replace/modernize traffic signals and add new signals as necessary.

Bridge Improvements

City's share of costs for projects awarded through the State's Local Bridge Program. Recipients of Local Bridge Program funds are obligated to pay for all of the engineering costs and 5% of the construction costs. The following bridges will be rehabilitated with this funding: Jolly Rd over Sycamore Creek, Elm Street over the Grand River, Aurelius Rd. over Sycamore Creek, and Cavanaugh Rd. over Sycamore Creek.

Bike Lanes

Engineering and construction match for the extension of the Kalamazoo Street bike lanes from Larch Street to Washington Square and engineering of a bike facility on Shiawassee Street from Grand Avenue to Pennsylvania Avenue and extending through the Lansing School District property at the end of Shiawassee Street to Marshall Street.

Trunkline Improvements

Funds for local match requirements for any major trunkline improvements along the State/Interstate system.

Paulson Landfill – Engineering study/improvements

Site characterization and remedial technology investigations related to control of contamination originating on this former landfill.

City Share of Sanitary Sewers

Capital improvements to the aging sanitary sewer collection system. The work is primarily related to repairing existing sewers.

City Share of Delta and Delhi Township Sewers

As part of the sanitary sewer agreement with these townships, the City is required to set aside a portion of the budget.

Pump Station Radio System

Current control (SCADA) communication with 30 pump stations is via telephone line. Radio communications will replace the phone lines more reliability and carry no phone bill.

FISCAL YEAR 2017 CAPITAL IMPROVEMENT PROJECTS

Pump Station Switchgear Maintenance

Cleaning, testing, and repair plant and pump station switchgear. Maintenance is required every 5 years to prevent catastrophic electric failures and associated injuries/death and plant shut downs.

Scott Park Pump Station VFD Replacement

Replacement of variable frequency drives (VFDs) at the end of their useful life. VFDs power and control the sewage pumps. Also added engineering fees for Scott Park MCC Replacement and Ventilations Improvements Project (CIP FY16).

Wastewater Treatment Plant Energy Efficiency Measures

Replacement of fixtures on light towers throughout the plant with LED units.

Wastewater Treatment Plant Roof Replacement

Many plant roofs are beyond their useful life. The worst roofing identified will be replaced.

Solids Handling Belt Filter Press

Study to determine extent of the project. We are anticipating the need for a new belt filter press, odor control, an overhead crane, instrumentation, new controls for the existing press, new polymer addition system, and rehabilitating a digester to serve as a mixing/holding tank.

Tertiary Buried Power Supply Replacement

The buried cable that carries electricity from the main switchgear building to low voltage switchgear in the Tertiary Filter Building needs to be replaced. We are beginning to experience power transmission problems. The cables have been tested and found to be at end of their service life.

Wastewater Drying Bed Design

The drying bed is used by both O&M (for sewer cleaning) and the WWTP. The current drying bed was not designed as such and drains very poorly. In addition, significant grit escapes and enters the plant recycle area, causing operational problems. There are also occasional storm drain contamination events caused by the design of the current drying bed. Funds will be used for a study to determine extent of the project.

Wastewater Digester Remediation

5 moth-balled digesters contain contaminated liquid and sludge. These funds will allow an engineering firm to review the existing data and amend the previously produced bid documents for removal of the oil layer.

Wet Weather Program

Cleaning out of sediment from our major trunk and interceptor sewers in an effort to improve existing system performance as part of the Wet Weather Program.

FISCAL YEAR 2017 CAPITAL IMPROVEMENT PROJECTS

Fleet Services

Replace old and worn equipment and vehicles that are too costly to maintain. Frequency of replacement of vehicles and equipment is determined by calculations utilizing maintenance records, critical component failure, and resale value.

Fiscal Year 2017 Proposed Fee Changes

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FY 2016/2017 FEE CHANGES

Anticipated Revenues Have Been Incorporated Into Fund Estimates

| | From Current FY 2016 | To Adopted FY 2017 | Fund |
|---|-------------------------------------|-----------------------------------|--------------|
| Fire Department - Code Compliance | | | |
| Landlord Failure to Comply Notice (Follow up) | New | \$ 100.00 | General Fund |
| Administrative Fee - Failure to Register Rental Property | New | \$ 150.00 | General Fund |
| Late Fee (30 days) Rental Housing Inspection - Single family | New | \$ 120.00 | General Fund |
| Late Fee (60 days) Rental Housing Inspection - Single family | New | \$ 120.00 | General Fund |
| Late Fee (30 Day) Rental Housing Inspection - Multi-family | New | \$ 75.00 | General Fund |
| Late Fee (60 Day) Rental Housing Inspection - Multi-family | New | \$ 150.00 | General Fund |
| Parks & Recreation Department | | | |
| After School Programs - Non-resident weekly rate | \$ 30.00 | \$ 55.00 | General Fund |
| Community Center Set up (change from flat fee to per 100-person) | \$ 25.00 | \$ 25.00 | General Fund |
| Schmidt Community Center rental - outside of building hours | New | \$ 90.00 | General Fund |
| Turner Dodge Birthday Parties | \$ 60.00 | \$ 110.00 | General Fund |
| Turner Dodge First Floor Rental - Resident | \$ 95.00 | \$ 110.00 | General Fund |
| Turner Dodge First Floor Rental - Non-resident | \$ 110.00 | \$ 125.00 | General Fund |
| Turner Dodge Tea and Tour fee (per person) | \$ 8.00 | \$ 10.00 | General Fund |
| Turner Dodge Tea - Class and Tour (per person) | \$ 10.00 | \$ 15.00 | General Fund |
| Turner Dodge School Tours | \$ 40.00 | \$ 50.00 | General Fund |
| Frances Park Pavilion Weekday Rental Section 1-10 tables | \$ 55.00 | \$ 65.00 | General Fund |
| Frances Park Pavilion Weekday Rental Section 2-11 tables | \$ 55.00 | \$ 65.00 | General Fund |
| Frances Park Pavilion Weekday Rental Section 3-8 tables | \$ 50.00 | \$ 60.00 | General Fund |
| Frances Park Pavilion Weekday Rental Entire Pavilion | \$ 160.00 | \$ 190.00 | General Fund |
| Frances Park Pavilion Weekend/Holiday Rental Section 1-10 tables | \$ 65.00 | \$ 75.00 | General Fund |
| Frances Park Pavilion Weekend/Holiday Rental Section 2-11 tables | \$ 65.00 | \$ 75.00 | General Fund |
| Frances Park Pavilion Weekend/Holiday Rental Section 3-8 tables | \$ 60.00 | \$ 70.00 | General Fund |
| Frances Park Pavilion Weekend/Holiday Rental Entire Pavilion | \$ 190.00 | \$ 220.00 | General Fund |
| Frances Park Outside Table Group Daily Rate (10 tables) | \$ 40.00 | \$ 50.00 | General Fund |
| Francis Park Wedding - Overlook | \$ 100.00 | \$ 125.00 | General Fund |
| Francis Park Wedding - Rose Garden | \$ 100.00 | \$ 125.00 | General Fund |
| Field rental fee - Youth (per game) | \$ 25.00 | \$ 30.00 | General Fund |
| Field rental fee - Adult (per game) | \$ 30.00 | \$ 35.00 | General Fund |
| Field Lighting fee (per game) | \$ 30.00 | \$ 45.00 | General Fund |
| Field Scoreboard usage (per game) | \$ 10.00 | \$ 20.00 | General Fund |
| Youth Team Floor Hockey Team Entry | \$ 210.00 | \$ 225.00 | General Fund |
| Youth Floor Hockey Stick Replacement fee | \$ 6.95 | \$ 10.00 | General Fund |
| Showmobile Fees: | | | |
| Basic Setup - Resident Rate | \$ 375.00 | \$ 400.00 | General Fund |
| Basic Setup - Non-resident Rate | \$ 675.00 | \$ 700.00 | General Fund |
| Stage with extensions - Resident Rate | \$ 775.00 | \$ 800.00 | General Fund |
| Stage with extensions - Non-resident Rate | \$ 1,575.00 | \$ 1,600.00 | General Fund |
| Special Event Application fee Tier 2 (Non Parks>60 days<90 days) | \$ 200.00 | \$ 300.00 | General Fund |
| Special Event Application fee Tier 3 (Non Parks> 30 days<60 days) | \$ 400.00 | \$ 800.00 | General Fund |
| National Junior Tennis Program - ages 8-18 - Residents | \$ 35.00 | \$ 40.00 | General Fund |
| National Junior Tennis Program - ages 8-18 - Non-residents | \$ 65.00 | \$ 70.00 | General Fund |
| National Junior Tennis Program - Local Excellence - Residents | \$ 40.00 | \$ 50.00 | General Fund |
| National Junior Tennis Program Local Excellence - Non-residents | \$ 70.00 | \$ 80.00 | General Fund |

FY 2016/2017 FEE CHANGES

Anticipated Revenues Have Been Incorporated Into Fund Estimates

| | From Current FY 2016 | To Adopted FY 2017 | Fund |
|--|-------------------------------------|-----------------------------------|-------------|
| Parks & Recreation Department - Golf | | | |
| 18 Holes - Construction Rate | \$ 18.00 | \$ 16.00 | Golf Fund |
| 18 Holes - After-construction Rate | \$ 18.00 | \$ 20.00 | Golf Fund |
| 9 Holes - Construction Rate (Back Nine) | \$ 12.00 | \$ 12.00 | Golf Fund |
| 9 Holes - After-construction Rate | \$ 12.00 | \$ 13.00 | Golf Fund |
| 2nd 9 Holes - Construction Rate | \$ 6.00 | \$ 6.00 | Golf Fund |
| 2nd 9 Holes - After-construction Rate | \$ 6.00 | \$ 7.00 | Golf Fund |
| Senior & Junior 18 Holes - Construction Rate | \$ 13.00 | \$ 13.00 | Golf Fund |
| Senior & Junior 18 Holes - After-construction Rate | \$ 13.00 | \$ 13.00 | Golf Fund |
| Senior & Junior 9 Holes (Front 9) - Construction Rate | \$ 9.00 | \$ 9.00 | Golf Fund |
| Senior & Junior 9 Holes (Front 9)- After-construction Rate | \$ 9.00 | \$ 10.00 | Golf Fund |
| Senior & Junior 9 Holes (Back 9) - Construction Rate | \$ 4.00 | \$ 4.00 | Golf Fund |
| Senior & Junior 9 Holes (Back 9) - After-construction Rate | \$ 4.00 | \$ 5.00 | Golf Fund |
| Twilight - Construction Rate | \$ 9.00 | \$ 9.00 | Golf Fund |
| Twilight - After-construction Rate | \$ 9.00 | \$ 10.00 | Golf Fund |
| League 9 Holes - Construction Rate (Front 9) | \$ 11.00 | \$ 8.00 | Golf Fund |
| League 9 Holes - Construction Rate (Back 9) - no change | \$ 11.00 | \$ 11.00 | Golf Fund |
| League 9 Holes - After-construction Rate | \$ 11.00 | \$ 12.00 | Golf Fund |
| Senior Pass - Construction Rate | \$ 450.00 | \$ 300.00 | Golf Fund |
| Senior Pass - After-construction Rate | \$ 450.00 | \$ 500.00 | Golf Fund |
| Regular Pass - Construction Rate | \$ 650.00 | \$ 500.00 | Golf Fund |
| Regular Pass - After-construction Rate | \$ 650.00 | \$ 700.00 | Golf Fund |
| Gas Cart 9 Holes - Construction Rate | \$ 8.00 | \$ 8.00 | Golf Fund |
| Gas Cart 9 Holes - After-construction Rate | \$ 8.00 | \$ 9.00 | Golf Fund |
| Gas Cart Season Pass - Construction Rate | \$ 350.00 | \$ 350.00 | Golf Fund |
| Gas Cart Season Pass - After-construction Rate | \$ 350.00 | \$ 400.00 | Golf Fund |

Parks & Recreation Department - Cemetery

| | | | |
|---|-------------|-------------|---------------|
| Adult Single Grave Sale - Resident | \$ 900.00 | \$ 1,100.00 | Cemetery Fund |
| Adult Single Grave Sale - Non-resident | \$ 1,350.00 | \$ 1,650.00 | Cemetery Fund |
| Child Single Grave Sale | \$ 325.00 | \$ 400.00 | Cemetery Fund |
| Infant Single Grave Sale | \$ 200.00 | \$ 250.00 | Cemetery Fund |
| Two-Grave Monument Lot - Resident | \$ 2,200.00 | \$ 3,300.00 | Cemetery Fund |
| Two-Grave Monument Lot - Non-resident | \$ 3,300.00 | \$ 4,000.00 | Cemetery Fund |
| Three-Grave Monument Lot - Resident | \$ 3,300.00 | \$ 4,000.00 | Cemetery Fund |
| Three-Grave Monument Lot - Non-resident | \$ 4,950.00 | \$ 6,000.00 | Cemetery Fund |
| Mt. Hope Grave Space - New, Resident | \$ 1,350.00 | \$ 1,650.00 | Cemetery Fund |
| Mt. Hope Grave Space - New, Non-resident | \$ 2,025.00 | \$ 2,500.00 | Cemetery Fund |
| Single Adult Columbarium Niche - Resident | \$ 650.00 | \$ 900.00 | Cemetery Fund |
| Single Adult Columbarium Niche - Non-resident | \$ 975.00 | \$ 1,350.00 | Cemetery Fund |
| Grave Opening/Closure - Adult | \$ 800.00 | \$ 975.00 | Cemetery Fund |
| Grave Opening/Closure - Child | \$ 425.00 | \$ 500.00 | Cemetery Fund |
| Grave Opening/Closure - Infant | \$ 225.00 | \$ 300.00 | Cemetery Fund |
| Grave Opening/Closure - Cremains | \$ 400.00 | \$ 500.00 | Cemetery Fund |
| Opening/Closure - Columbarium | \$ 150.00 | \$ 300.00 | Cemetery Fund |
| Grave Opening/Closure - Weekday > 3:00 p.m. | \$ 350.00 | \$ 400.00 | Cemetery Fund |
| Grave Opening/Closure - Saturday < 1:00 p.m. | \$ 350.00 | \$ 475.00 | Cemetery Fund |

FY 2016/2017 FEE CHANGES

Anticipated Revenues Have Been Incorporated Into Fund Estimates

| | From Current FY 2016 | To Adopted FY 2017 | Fund |
|--|----------------------------|--------------------------|---------------|
| Grave Opening/Closure - Saturday > 1:00 p.m. | \$ 500.00 | \$ 600.00 | Cemetery Fund |
| Grave Opening/Closure - Sunday and City Holidays | \$ 650.00 | \$ 800.00 | Cemetery Fund |
| Disinterment/Reinternment - within cemetery | \$ 1,200.00 | \$ 2,425.00 | Cemetery Fund |
| Disinterment/Reinternment - different cemetery | \$ 1,200.00 | \$ 1,450.00 | Cemetery Fund |
| Child/Infant Disinternment - within cemetery | \$ 350.00 | \$ 875.00 | Cemetery Fund |
| Child/Infant Disinternment - different cemetery | \$ 350.00 | \$ 425.00 | Cemetery Fund |
| Move of Cremated Remains - within cemetery | \$ 350.00 | \$ 875.00 | Cemetery Fund |
| Move of Cremated Remains - different cemetery | \$ 350.00 | \$ 425.00 | Cemetery Fund |

Planning & Neighborhood Development Department - Building Safety Fund

| | | | |
|---|-----------|-----------|----------------------|
| Building Permit - Minimum Permit Amount | \$ 80.00 | \$ 90.00 | Building Safety Fund |
| Building Permit - Residential Siding (flat fee) | \$ 80.00 | \$ 90.00 | Building Safety Fund |
| Building Permit - Residential Tear Off & Re-Roof | \$ 80.00 | \$ 90.00 | Building Safety Fund |
| Building Permit - Swimming Pool (residential) | \$ 80.00 | \$ 90.00 | Building Safety Fund |
| Building Permit - Moving Building less than 500 sq.ft. | \$ 80.00 | \$ 90.00 | Building Safety Fund |
| Building Misc. Fees - License inspections (Clerk) | \$ 80.00 | \$ 90.00 | Building Safety Fund |
| Building Misc. Fees - Investigation Fee | \$ 100.00 | \$ 150.00 | Building Safety Fund |
| Building Misc. Fees - Paper Building Permit Application Fee | New | \$ 25.00 | Building Safety Fund |
| Building Misc. Fees - Document Scanning/Conversion | New | \$ 1.50 | Building Safety Fund |
| Commercial Plan Review - Paper Plan Review Application Fee | New | \$ 25.00 | Building Safety Fund |
| Commercial Plan Review - Document Scanning/Conversion | \$ 0.50 | \$ 2.50 | Building Safety Fund |
| Commercial Plan Review - Commercial | \$ 1.00 | \$ 5.00 | Building Safety Fund |
| Construction Document Conversion - Paper to Electronic (per sheet/page) | | | Fund |
| Plumbing Permit - Base Fee | \$ 80.00 | \$ 90.00 | Building Safety Fund |
| Plumbing Permit - Paper Plumbing Permit Application Fee | New | \$ 25.00 | Building Safety Fund |
| Plumbing Permit - Document Scanning/Conversion | \$ 1.00 | \$ 2.50 | Building Safety Fund |
| Plumbing Permit - Investigation Fee | \$ 100.00 | \$ 150.00 | Building Safety Fund |
| Mechanical Permit - Base Fee | \$ 80.00 | \$ 90.00 | Building Safety Fund |
| Mechanical Permit - Paper Mechanical Permit Application Fee | New | \$ 25.00 | Building Safety Fund |
| Mechanical Permit - Document Scanning/Conversion | \$ 1.00 | \$ 2.50 | Building Safety Fund |
| Mechanical Permit - Investigation Fee | \$ 100.00 | \$ 150.00 | Building Safety Fund |
| Electrical Permit - Base Fee | \$ 80.00 | \$ 90.00 | Building Safety Fund |
| Electrical Permit - Paper Electrical Permit Application Fee | New | \$ 25.00 | Building Safety Fund |
| Electrical Permit - Document Scanning/Conversion | \$ 1.00 | \$ 2.50 | Building Safety Fund |
| Electrical Permit - Investigation Fee | \$ 100.00 | \$ 150.00 | Building Safety Fund |
| Electrical Permit - 100 Amp Service | \$ 28.00 | \$ 30.00 | Building Safety Fund |
| Electrical Permit - 100-600 Amp Service | \$ 33.00 | \$ 35.00 | Building Safety Fund |
| Electrical Permit - 600-1,000 Amp Service | \$ 49.00 | \$ 50.00 | Building Safety Fund |
| Electrical Permit - 1,000-1,600 Amp Service | \$ 80.00 | \$ 90.00 | Building Safety Fund |
| Electrical Permit - 1600+ Amp Service | \$ 138.00 | \$ 150.00 | Building Safety Fund |
| Electrical Permit - Circuits | \$ 7.00 | \$ 9.00 | Building Safety Fund |
| Electrical Permit - Light Fixtures/Smoke Detectors | \$ 0.56 | \$ 0.68 | Building Safety Fund |
| Demolition Permit - Demolition-Private Garages(flat fee) | \$ 80.00 | \$ 90.00 | Building Safety Fund |

Planning & Neighborhood Development Department - Parking Fund

| | | | |
|------------------------|----------------------|----------------|--------------|
| Lot 37 - special event | range \$6.00-\$12.00 | \$7.00-\$14.00 | Parking Fund |
|------------------------|----------------------|----------------|--------------|

FY 2016/2017 FEE CHANGES

Anticipated Revenues Have Been Incorporated Into Fund Estimates

| | From Current <u>FY 2016</u> | To Adopted <u>FY 2017</u> | <u>Fund</u> |
|--|--|--|--------------------|
| Public Service Department - CART | | | |
| 65 Gallon Trash Cart | \$ 46.00 | \$ 47.00 | Refuse Fund |
| 95 Gallon Trash Cart | \$ 52.00 | \$ 53.00 | Refuse Fund |
| 30 Gallon Blue Bags | \$ 1.75 | \$ 2.00 | Refuse Fund |
| (No fee changes proposed for 21 and 32 gallon trash carts) | | | |

Fiscal Year 2017 Proposed Budget Resolution

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**BY COMMITTEE OF THE WHOLE
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING**

WHEREAS, in conformance with Article 7, Section 7-101 of the City Charter, on March 28, 2016, the Mayor submitted a proposed budget for the 2016/2017 fiscal year, which spans from July 1, 2016 through June 30, 2017; and

WHEREAS, the City Council held a series of televised public hearings to review Mayor's budget recommendations; and

WHEREAS, the City Council held special Committee of the Whole meetings during evening hours at the Hill Center on April 13, 2016 and at the Foster Community Center on April 20, 2016, and as part of the Council meeting to provide opportunities for citizens to comment on the proposed City budget; and

WHEREAS, in accordance with City Charter and the State Uniform Budgeting and Accounting Act, notice was published and a public hearing was held on April 25, 2016, for the fiscal year 2016/2017 budget and capital improvements program; and

WHEREAS, Public Act 2 of 1968 of the State of Michigan, as amended, provides that the budget resolution of the City shall set forth the total number of mills to be levied under the General Property Tax Act, the estimated revenues, by source, and amounts appropriated to defray expenditures and meet the liabilities of the City for the ensuing fiscal year; and

WHEREAS, the City Council desires to establish certain budget policies for the fiscal year 2016/2017,

NOW, THEREFORE, BE IT RESOLVED that 19.70 mills be levied under the General Property Tax Act for fiscal year 2016/2017 as follows:

City Operating: 19.44
City Debt: .26

BE IT FURTHER RESOLVED that the City's sewage rate shall be increased by 4.5% for FY 2017;

BE IT FURTHER RESOLVED that the following changes to the City's fee and charges be adopted:

| | <u>From Current FY 2016</u> | <u>To Adopted FY 2017</u> |
|--|--|--|
| Fire Fire Department - Code Compliance | | |
| Landlord Failure to Comply Notice (Follow up) | New | \$ 100.00 |
| Administrative Fee - Failure to Register Rental Property | New | \$ 150.00 |
| Late Fee (30 days) Rental Housing Inspection - Single family | New | \$ 120.00 |
| Late Fee (60 days) Rental Housing Inspection - Single family | New | \$ 120.00 |
| Late Fee (30 Day) Rental Housing Inspection - Multi-family | New | \$ 75.00 |
| Late Fee (60 Day) Rental Housing Inspection - Multi-family | New | \$ 150.00 |
| Parks & Recreation Department | | |
| After School Programs - Non-resident weekly rate | \$ 30.00 | \$ 55.00 |
| Community Center Set up (change from flat fee to per 100-p | \$ 25.00 | \$ 25.00 |
| Schmidt Community Center rental - outside of building hours | New | \$ 90.00 |
| Turner Dodge Birthday Parties | \$ 60.00 | \$ 110.00 |
| Turner Dodge First Floor Rental - Resident | \$ 95.00 | \$ 110.00 |
| Turner Dodge First Floor Rental - Non-resident | \$ 110.00 | \$ 125.00 |
| Turner Dodge Tea and Tour fee (per person) | \$ 8.00 | \$ 10.00 |
| Turner Dodge Tea - Class and Tour (per person) | \$ 10.00 | \$ 15.00 |
| Turner Dodge School Tours | \$ 40.00 | \$ 50.00 |
| Frances Park Pavilion Weekday Rental Section 1-10 tables | \$ 55.00 | \$ 65.00 |
| Frances Park Pavilion Weekday Rental Section 2-11 tables | \$ 55.00 | \$ 65.00 |

| | | | | |
|---|----|----------|----|----------|
| Frances Park Pavilion Weekday Rental Section 3-8 tables | \$ | 50.00 | \$ | 60.00 |
| Frances Park Pavilion Weekday Rental Entire Pavilion | \$ | 160.00 | \$ | 190.00 |
| Frances Park Pavilion Weekend/Holiday Rental Section 1-10 | \$ | 65.00 | \$ | 75.00 |
| Frances Park Pavilion Weekend/Holiday Rental Section 2-11 | \$ | 65.00 | \$ | 75.00 |
| Frances Park Pavilion Weekend/Holiday Rental Section 3-8 t | \$ | 60.00 | \$ | 70.00 |
| Frances Park Pavilion Weekend/Holiday Rental Entire Pavilic | \$ | 190.00 | \$ | 220.00 |
| Frances Park Outside Table Group Daily Rate (10 tables) | \$ | 40.00 | \$ | 50.00 |
| Francis Park Wedding - Overlook | \$ | 100.00 | \$ | 125.00 |
| Francis Park Wedding - Rose Garden | \$ | 100.00 | \$ | 125.00 |
| Field rental fee - Youth (per game) | \$ | 25.00 | \$ | 30.00 |
| Field rental fee - Adult (per game) | \$ | 30.00 | \$ | 35.00 |
| Field Lighting fee (per game) | \$ | 30.00 | \$ | 45.00 |
| Field Scoreboard usage (per game) | \$ | 10.00 | \$ | 20.00 |
| Youth Team Floor Hockey Team Entry | \$ | 210.00 | \$ | 225.00 |
| Youth Floor Hockey Stick Replacement fee | \$ | 6.95 | \$ | 10.00 |
| Showmobile Fees: | | | | |
| Basic Setup - Resident Rate | \$ | 375.00 | \$ | 400.00 |
| Basic Setup - Non-resident Rate | \$ | 675.00 | \$ | 700.00 |
| Stage with extensions - Resident Rate | \$ | 775.00 | \$ | 800.00 |
| Stage with extensions - Non-resident Rate | \$ | 1,575.00 | \$ | 1,600.00 |
| Special Event Application fee Teir 2 (Non Parks>60 days< | \$ | 200.00 | \$ | 300.00 |
| Special Event Application fee Tier 3 (Non Parks> 30 days< | \$ | 400.00 | \$ | 800.00 |
| National Junior Tennis Program - ages 8-18 - Residents | \$ | 35.00 | \$ | 40.00 |
| National Junior Tennis Program - ages 8-18 - Non-residents | \$ | 65.00 | \$ | 70.00 |
| National Junior Tennis Program - Local Excellence - Residen | \$ | 40.00 | \$ | 50.00 |
| National Junior Tennis Program Local Excellence - Non-resid | \$ | 70.00 | \$ | 80.00 |

Parks & Recreation Department - Golf

| | | | | |
|--|----|--------|----|--------|
| 18 Holes - Construction Rate | \$ | 18.00 | \$ | 16.00 |
| 18 Holes - After-construction Rate | \$ | 18.00 | \$ | 20.00 |
| 9 Holes - Construction Rate (Back Nine) | \$ | 12.00 | \$ | 12.00 |
| 9 Holes - After-construction Rate | \$ | 12.00 | \$ | 13.00 |
| 2nd 9 Holes - Construction Rate | \$ | 6.00 | \$ | 6.00 |
| 2nd 9 Holes - After-construction Rate | \$ | 6.00 | \$ | 7.00 |
| Senior & Junior 18 Holes - Construction Rate | \$ | 13.00 | \$ | 13.00 |
| Senior & Junior 18 Holes - After-construction Rate | \$ | 13.00 | \$ | 13.00 |
| Senior & Junior 9 Holes (Front 9) - Construction Rate | \$ | 9.00 | \$ | 9.00 |
| Senior & Junior 9 Holes (Front 9)- After-construction Rate | \$ | 9.00 | \$ | 10.00 |
| Senior & Junior 9 Holes (Back 9) - Construction Rate | \$ | 4.00 | \$ | 4.00 |
| Senior & Junior 9 Holes (Back 9) - After-construction Rate | \$ | 4.00 | \$ | 5.00 |
| Twilight - Construction Rate | \$ | 9.00 | \$ | 9.00 |
| Twilight - After-construction Rate | \$ | 9.00 | \$ | 10.00 |
| League 9 Holes - Construction Rate (Front 9) | \$ | 11.00 | \$ | 8.00 |
| League 9 Holes - Construction Rate (Back 9) - no change | \$ | 11.00 | \$ | 11.00 |
| League 9 Holes - After-construction Rate | \$ | 11.00 | \$ | 12.00 |
| Senior Pass - Construction Rate | \$ | 450.00 | \$ | 300.00 |
| Senior Pass - After-construction Rate | \$ | 450.00 | \$ | 500.00 |
| Regular Pass - Construction Rate | \$ | 650.00 | \$ | 500.00 |
| Regular Pass - After-construction Rate | \$ | 650.00 | \$ | 700.00 |
| Gas Cart 9 Holes - Construction Rate | \$ | 8.00 | \$ | 8.00 |
| Gas Cart 9 Holes - After-construction Rate | \$ | 8.00 | \$ | 9.00 |
| Gas Cart Season Pass - Construction Rate | \$ | 350.00 | \$ | 350.00 |
| Gas Cart Season Pass - After-construction Rate | \$ | 350.00 | \$ | 400.00 |

Parks & Recreation Department - Cemetery

| | | | | |
|--|----|----------|----|----------|
| Adult Single Grave Sale - Resident | \$ | 900.00 | \$ | 1,100.00 |
| Adult Single Grave Sale - Non-resident | \$ | 1,350.00 | \$ | 1,650.00 |

| | | | | |
|--|----|----------|----|----------|
| Child Single Grave Sale | \$ | 325.00 | \$ | 400.00 |
| Infant Single Grave Sale | \$ | 200.00 | \$ | 250.00 |
| Two-Grave Monument Lot - Resident | \$ | 2,200.00 | \$ | 3,300.00 |
| Two-Grave Monument Lot - Non-resident | \$ | 3,300.00 | \$ | 4,000.00 |
| Three-Grave Monument Lot - Resident | \$ | 3,300.00 | \$ | 4,000.00 |
| Three-Grave Monument Lot - Non-resident | \$ | 4,950.00 | \$ | 6,000.00 |
| Mt. Hope Grave Space - New, Resident | \$ | 1,350.00 | \$ | 1,650.00 |
| Mt. Hope Grave Space - New, Non-resident | \$ | 2,025.00 | \$ | 2,500.00 |
| Single Adult Columbarium Niche - Resident | \$ | 650.00 | \$ | 900.00 |
| Single Adult Columbarium Niche - Non-resident | \$ | 975.00 | \$ | 1,350.00 |
| Grave Opening/Closure - Adult | \$ | 800.00 | \$ | 975.00 |
| Grave Opening/Closure - Child | \$ | 425.00 | \$ | 500.00 |
| Grave Opening/Closure - Infant | \$ | 225.00 | \$ | 300.00 |
| Grave Opening/Closure - Cremains | \$ | 400.00 | \$ | 500.00 |
| Opening/Closure - Columbarium | \$ | 150.00 | \$ | 300.00 |
| Grave Opening/Closure - Weekday > 3:00 p.m. | \$ | 350.00 | \$ | 400.00 |
| Grave Opening/Closure - Saturday < 1:00 p.m. | \$ | 350.00 | \$ | 475.00 |
| Grave Opening/Closure - Saturday > 1:00 p.m. | \$ | 500.00 | \$ | 600.00 |
| Grave Opening/Closure - Sunday and City Holidays | \$ | 650.00 | \$ | 800.00 |
| Disinterment/Reinternment - within cemetery | \$ | 1,200.00 | \$ | 2,425.00 |
| Disinterment/Reinternment - different cemetery | \$ | 1,200.00 | \$ | 1,450.00 |
| Child/Infant Disinternment - within cemetery | \$ | 350.00 | \$ | 875.00 |
| Child/Infant Disinternment - different cemetery | \$ | 350.00 | \$ | 425.00 |
| Move of Cremated Remains - within cemetery | \$ | 350.00 | \$ | 875.00 |
| Move of Cremated Remains - different cemetery | \$ | 350.00 | \$ | 425.00 |

Planning & Neighborhood Development Department - Building Safety Fund

| | | | | |
|---|-----|--------|----|--------|
| Building Permit - Minimum Permit Amount | \$ | 80.00 | \$ | 90.00 |
| Building Permit - Residential Siding (flat fee) | \$ | 80.00 | \$ | 90.00 |
| Building Permit - Residential Tear Off & Re-Roof | \$ | 80.00 | \$ | 90.00 |
| Building Permit - Swimming Pool (residential) | \$ | 80.00 | \$ | 90.00 |
| Building Permit - Moving Building less than 500 sq.ft. | \$ | 80.00 | \$ | 90.00 |
| Building Misc. Fees - License inspections (Clerk) | \$ | 80.00 | \$ | 90.00 |
| Building Misc. Fees - Investigation Fee | \$ | 100.00 | \$ | 150.00 |
| Building Misc. Fees - Paper Building Permit Application Fee | New | | \$ | 25.00 |
| Building Misc. Fees - Document Scanning/Conversion | New | | \$ | 1.50 |
| Commercial Plan Review - Paper Plan Review Application Fee | New | | \$ | 25.00 |
| Commercial Plan Review - Document Scanning/Conversion | \$ | 0.50 | \$ | 2.50 |
| | \$ | 1.00 | \$ | 5.00 |
| Commercial Plan Review - Commercial Construction | | | | |
| Document Conversion - Paper to Electronic (per sheet/page) | | | | |
| Plumbing Permit - Base Fee | \$ | 80.00 | \$ | 90.00 |
| Plumbing Permit - Paper Plumbing Permit Application Fee | New | | \$ | 25.00 |
| Plumbing Permit - Document Scanning/Conversion | \$ | 1.00 | \$ | 2.50 |
| Plumbing Permit - Investigation Fee | \$ | 100.00 | \$ | 150.00 |
| Mechanical Permit - Base Fee | \$ | 80.00 | \$ | 90.00 |
| Mechanical Permit - Paper Mechanical Permit Application Fee | New | | \$ | 25.00 |
| Mechanical Permit - Document Scanning/Conversion | \$ | 1.00 | \$ | 2.50 |
| Mechanical Permit - Investigation Fee | \$ | 100.00 | \$ | 150.00 |
| Electrical Permit - Base Fee | \$ | 80.00 | \$ | 90.00 |
| Electrical Permit - Paper Electrical Permit Application Fee | New | | \$ | 25.00 |
| Electrical Permit - Document Scanning/Conversion | \$ | 1.00 | \$ | 2.50 |
| Electrical Permit - Investigation Fee | \$ | 100.00 | \$ | 150.00 |
| Electrical Permit - 100 Amp Service | \$ | 28.00 | \$ | 30.00 |
| Electrical Permit - 100-600 Amp Service | \$ | 33.00 | \$ | 35.00 |
| Electrical Permit - 600-1,000 Amp Service | \$ | 49.00 | \$ | 50.00 |
| Electrical Permit - 1,000-1,600 Amp Service | \$ | 80.00 | \$ | 90.00 |
| Electrical Permit - 1600+ Amp Service | \$ | 138.00 | \$ | 150.00 |

| | | | | |
|--|----|-------|----|-------|
| Electrical Permit - Circuits | \$ | 7.00 | \$ | 9.00 |
| Electrical Permit - Light Fixtures/Smoke Detectors | \$ | 0.56 | \$ | 0.68 |
| Demolition Permit - Demolition-Private Garages(flat fee) | \$ | 80.00 | \$ | 90.00 |

Planning & Neighborhood Development Department - Parking Fund

Lot 37 - special event range \$6.00-\$12.00 range \$7.00-\$14.00

Public Service Department - CART

| | | | | |
|--|----|-------|----|-------|
| 65 Gallon Trash Cart | \$ | 46.00 | \$ | 47.00 |
| 95 Gallon Trash Cart | \$ | 52.00 | \$ | 53.00 |
| 30 Gallon Blue Bags | \$ | 1.75 | \$ | 2.00 |
| (No fee changes proposed for 21 and 32 gallon trash carts) | | | | |

BE IT FURTHER RESOLVED that the following appropriations and revenue projections are adopted as the City's budget for the FY 2015/2016 fiscal year:

| | <u>FY 2017 Proposed</u> | <u>Council Changes</u> | <u>FY 2017 Adopted</u> |
|---------------------------------------|-----------------------------|----------------------------|----------------------------|
| Estimated Revenues | | | |
| Property Taxes | 38,952,000 | | 38,952,000 |
| Income Taxes | 33,150,000 | | 33,150,000 |
| State Shared Revenues | 15,655,900 | | 15,655,900 |
| Licenses and Permits | 1,652,500 | | 1,652,500 |
| Charges for Services | 9,153,500 | | 9,153,500 |
| Fines and Forfeitures | 2,960,100 | | 2,960,100 |
| Interest and Rents | 38,500 | | 38,500 |
| Return on Equity | 22,000,000 | | 22,000,000 |
| Other Revenue | 320,500 | | 320,500 |
| Transfers | 117,000 | | 117,000 |
| Use of/(Contribution to) Fund Balance | (500,000) | | (500,000) |
| Total Revenue | <u>123,500,000</u> | <u>-</u> | <u>123,500,000</u> |
| Appropriations | | | |
| City Council | | | |
| Personnel | 481,375 | | 481,375 |
| Operating | 194,425 | | 194,425 |
| Total | <u>675,800</u> | <u>-</u> | <u>675,800</u> |
| Internal Audit | | | |
| Personnel | 190,340 | | 190,340 |
| Operating | 11,860 | | 11,860 |
| Total | <u>202,200</u> | <u>-</u> | <u>202,200</u> |
| Courts | | | |
| Personnel | 4,976,152 | | 4,976,152 |
| Operating | 1,271,248 | | 1,271,248 |
| Total | <u>6,247,400</u> | <u>-</u> | <u>6,247,400</u> |
| Mayor's Office | | | |
| Personnel | 874,360 | | 874,360 |
| Operating | 175,840 | | 175,840 |
| Total | <u>1,050,200</u> | <u>-</u> | <u>1,050,200</u> |

Office of Financial Empowerment

| | <u>FY 2017 Proposed</u> | <u>Council Changes</u> | <u>FY 2017 Adopted</u> |
|-------------------------------------|-----------------------------|----------------------------|----------------------------|
| Personnel | 121,385 | | 121,385 |
| Operating | 60,715 | | 60,715 |
| Total | 182,100 | - | 182,100 |
| Office of Community Media | | | |
| Personnel | 386,853 | | 386,853 |
| Operating | 28,747 | | 28,747 |
| Total | 415,600 | - | 415,600 |
| City Clerk' Office | | | |
| Personnel | 810,750 | | 810,750 |
| Operating | 207,950 | | 207,950 |
| Total | 1,018,700 | - | 1,018,700 |
| Planning & Neighborhood Development | | | |
| Personnel | 631,002 | | 631,002 |
| Operating | 484,498 | | 484,498 |
| Total | 1,115,500 | - | 1,115,500 |
| Finance | | | |
| Personnel | 3,986,121 | | 3,986,121 |
| Operating | 1,077,679 | | 1,077,679 |
| Total | 5,063,800 | - | 5,063,800 |
| Human Resources | | | |
| Personnel | 1,308,386 | | 1,308,386 |
| Operating | 806,614 | | 806,614 |
| Total | 2,115,000 | - | 2,115,000 |
| City Attorney | | | |
| Personnel | 1,689,366 | | 1,689,366 |
| Operating | 191,334 | | 191,334 |
| Total | 1,880,700 | - | 1,880,700 |
| Police | | | |
| Personnel | 33,205,441 | | 33,205,441 |
| Operating | 5,747,459 | | 5,747,459 |
| Total | 38,952,900 | - | 38,952,900 |
| Fire | | | |
| Personnel | 28,803,600 | | 28,803,600 |
| Operating | 4,808,700 | | 4,808,700 |
| Total | 33,612,300 | - | 33,612,300 |
| Public Service | | | |
| Personnel | 2,855,945 | | 2,855,945 |
| Operating | 8,011,155 | | 8,011,155 |
| Total | 10,867,100 | - | 10,867,100 |
| Human Relations & Community Service | | | |
| Personnel | 1,094,245 | | 1,094,245 |
| Operating | 154,955 | | 154,955 |
| Total | 1,249,200 | - | 1,249,200 |
| Parks & Recreation | | | |
| Personnel | 4,784,293 | | 4,784,293 |
| Operating | 3,109,607 | | 3,109,607 |
| Total | 7,893,900 | - | 7,893,900 |

| | <u>FY 2017 Proposed</u> | <u>Council Changes</u> | <u>FY 2017 Adopted</u> |
|-----------------------------|-----------------------------|----------------------------|----------------------------|
| Human Services | | | |
| Operating | 1,537,500 | | 1,537,500 |
| Total | <u>1,537,500</u> | - | <u>1,537,500</u> |
| City-Supported Agencies | | | |
| Operating | 331,400 | | 331,400 |
| Total | <u>331,400</u> | - | <u>331,400</u> |
| Non-Departmental | | | |
| Vacancy Factor | (800,000) | | (800,000) |
| Library Lease | 165,000 | | 165,000 |
| Debt Service | 1,045,200 | | 1,045,200 |
| Transfers | 8,678,500 | | 8,678,500 |
| Total | <u>9,088,700</u> | - | <u>9,088,700</u> |
| Total Appropriations | <u><u>123,500,000</u></u> | - | <u><u>123,500,000</u></u> |

| II. | | FY 2017 <u>Proposed</u> | Council <u>Changes</u> | FY 2017 <u>Adopted</u> |
|-----|---------------------------------------|----------------------------|---------------------------|---------------------------|
| | SPECIAL REVENUE FUNDS | | | |
| | MAJOR STREETS FUND | | | |
| | Estimated Revenues | | | |
| | Gas & Weight Tax Receipts | 7,776,113 | | 7,776,113 |
| | Utility Permit Fees (Metro Act) | 400,000 | | 400,000 |
| | Reimbursements | 1,409,000 | | 1,409,000 |
| | Miscellaneous Revenue | 492,433 | | 492,433 |
| | Transfer from General Fund | - | | - |
| | Use of/(Contribution to) Fund Balance | 1,163,954 | | 1,163,954 |
| | Total Revenue | <u>11,241,500</u> | - | <u>11,241,500</u> |
| | Appropriations | | | |
| | Personnel | 2,737,950 | | 2,737,950 |
| | Operating | 3,553,534 | | 3,553,534 |
| | Capital | 2,452,500 | | 2,452,500 |
| | Debt Service | 497,516 | | 497,516 |
| | Transfers | 2,000,000 | | 2,000,000 |
| | Total Appropriations | <u>11,241,500</u> | - | <u>11,241,500</u> |
| | LOCAL STREETS FUND | | | |
| | Estimated Revenues | | | |
| | Gas & Weight Tax Receipts | 2,592,040 | | 2,592,040 |
| | Reimbursements | 750,000 | | 750,000 |
| | Transfers | 3,950,000 | | 3,950,000 |
| | Use of/(Contribution to) Fund Balance | 420,260 | | 420,260 |
| | Total Revenue | <u>7,712,300</u> | - | <u>7,712,300</u> |
| | Appropriations | | | |
| | Personnel | 2,793,905 | | 2,793,905 |
| | Operating | 2,211,691 | | 2,211,691 |
| | Capital | 1,323,000 | | 1,323,000 |
| | Debt Service | 1,383,704 | | 1,383,704 |
| | Total Appropriations | <u>7,712,300</u> | - | <u>7,712,300</u> |
| | STADIUM FUND | | | |
| | Estimated Revenues | | | |
| | Operating Revenues | 400,000 | | 400,000 |
| | Stadium Naming Rights | 120,000 | | 120,000 |
| | Reimbursements | 124,940 | | 124,940 |
| | Transfers In | 411,170 | | 411,170 |
| | Use of/(Contribution to) Fund Balance | - | | - |
| | Total Revenue | <u>1,056,110</u> | - | <u>1,056,110</u> |
| | Appropriations | | | |
| | Debt Service | 1,156,100 | | 1,156,100 |
| | Total Appropriations | <u>1,156,100</u> | - | <u>1,156,100</u> |

| | FY 2017 <u>Proposed</u> | Council <u>Changes</u> | FY 2017 <u>Adopted</u> |
|---------------------------------------|----------------------------|---------------------------|---------------------------|
| BUILDING DEPARTMENT FUND | | | |
| Estimated Revenues | | | |
| Licenses & Permits | 2,458,400 | | 2,458,400 |
| Charges for Services | 1,550 | | 1,550 |
| Miscellaneous | 200 | | 200 |
| Transfer from General Fund | - | | - |
| Use of/(Contribution to) Fund Balance | (9,150) | | (9,150) |
| Total Revenue | <u>2,451,000</u> | - | <u>2,451,000</u> |

| | | | |
|-----------------------------|------------------|---|------------------|
| Appropriations | | | |
| Personnel | 1,931,361 | | 1,931,361 |
| Operating | 519,639 | | 519,639 |
| Total Appropriations | <u>2,451,000</u> | - | <u>2,451,000</u> |

CDBG FUND

| | | | |
|---------------------------|------------------|---|------------------|
| Estimated Revenues | | | |
| Federal Grants | 3,100,983 | | 3,100,983 |
| Total Revenue | <u>3,100,983</u> | - | <u>3,100,983</u> |

| | | | |
|-----------------------------|------------------|---|------------------|
| Appropriations | | | |
| Personnel | 973,203 | | 973,203 |
| Operating | 2,127,780 | | 2,127,780 |
| Total Appropriations | <u>3,100,983</u> | - | <u>3,100,983</u> |

HOME GRANT FUND

| | | | |
|---------------------------|----------------|---|----------------|
| Estimated Revenues | | | |
| Federal Grants | 625,896 | | 625,896 |
| Total Revenue | <u>625,896</u> | - | <u>625,896</u> |

| | | | |
|-----------------------------|----------------|---|----------------|
| Appropriations | | | |
| Personnel | 208,063 | | 208,063 |
| Operating | 417,833 | | 417,833 |
| Total Appropriations | <u>625,896</u> | - | <u>625,896</u> |

EMERGENCY SHELTER GRANT FUND

| | | | |
|---------------------------|----------------|---|----------------|
| Estimated Revenues | | | |
| Federal Grants | 167,841 | | 167,841 |
| Total Revenue | <u>167,841</u> | - | <u>167,841</u> |

| | | | |
|-----------------------------|----------------|---|----------------|
| Appropriations | | | |
| Operating | 167,841 | | 167,841 |
| Total Appropriations | <u>167,841</u> | - | <u>167,841</u> |

FEDERAL DRUG LAW ENFORCEMENT SPECIAL REVENUE FUND

| | | | |
|---------------------------------------|----------------|---|----------------|
| Estimated Revenues | | | |
| Drug Forfeitures | - | | - |
| Use of/(Contribution to) Fund Balance | 306,800 | | 306,800 |
| Total Revenue | <u>306,800</u> | - | <u>306,800</u> |

| | | | |
|-----------------------------|----------------|---|----------------|
| Appropriations | | | |
| Personnel | - | - | - |
| Operating | 306,800 | - | 306,800 |
| Total Appropriations | <u>306,800</u> | - | <u>306,800</u> |

| | | |
|----------------------------|---------------------------|---------------------------|
| FY 2017 <u>Proposed</u> | Council <u>Changes</u> | FY 2017 <u>Adopted</u> |
|----------------------------|---------------------------|---------------------------|

STATE/LOCAL DRUG LAW ENFORCEMENT SPECIAL REVENUE FUND

Estimated Revenues

| | | | |
|---------------------------------------|----------------|---|----------------|
| Drug Forfeitures | - | | - |
| Use of/(Contribution to) Fund Balance | 215,800 | | 215,800 |
| Total Revenue | <u>215,800</u> | - | <u>215,800</u> |

Appropriations

| | | | |
|-----------------------------|----------------|---|----------------|
| Operating | 215,800 | - | 215,800 |
| Transfers | - | | - |
| Total Appropriations | <u>215,800</u> | - | <u>215,800</u> |

DRUG LAW ENFORCEMENT FUND - TRI-COUNTY METRO

Estimated Revenues

| | | | |
|--------------------------------|----------------|---|----------------|
| Drug Forfeiture Revenues | 425,000 | | 425,000 |
| Contributions from Local Units | 425,000 | | 425,000 |
| Total Revenue | <u>850,000</u> | - | <u>850,000</u> |

Appropriations

| | | | |
|-----------------------------|----------------|---|----------------|
| Personnel | 69,930 | - | 69,930 |
| Operating | 768,070 | - | 768,070 |
| Transfers | 12,000 | - | 12,000 |
| Total Appropriations | <u>850,000</u> | - | <u>850,000</u> |

DOWNTOWN LANSING, INC.

Estimated Revenues

| | | | |
|---------------------------------------|----------------|---|----------------|
| Special Assessments | 399,000 | | 399,000 |
| Grants | 10,000 | | 10,000 |
| Miscellaneous | 258,300 | | 258,300 |
| Transfer from General Fund | 133,400 | | 133,400 |
| Use of/(Contribution to) Fund Balance | - | | - |
| Total Revenue | <u>800,700</u> | - | <u>800,700</u> |

Appropriations

| | | | |
|-----------------------------|----------------|---|----------------|
| Personnel | 168,977 | | 168,977 |
| Operating | 631,723 | | 631,723 |
| Total Appropriations | <u>800,700</u> | - | <u>800,700</u> |

III. ENTERPRISE FUNDS

CEMETERIES FUND

Estimated Revenues

| | | | |
|---------------------------------------|----------------|---|----------------|
| Cemetery Service Revenue | 184,218 | | 184,218 |
| Sale of Lots | 70,000 | | 70,000 |
| Other | 9,100 | | 9,100 |
| Transfer from Perpetual Care | 5,000 | | 5,000 |
| Transfer from Parks Millage | 361,450 | | 361,450 |
| Use of/(Contribution to) Fund Balance | 108,832 | | 108,832 |
| Total Revenue | <u>738,600</u> | - | <u>738,600</u> |

Appropriations

| | | | |
|-----------------------------|----------------|---|----------------|
| Personnel | 403,186 | | 403,186 |
| Operating | 307,527 | | 307,527 |
| Transfers | 27,887 | | 27,887 |
| Total Appropriations | <u>738,600</u> | - | <u>738,600</u> |

| | <u>FY 2017 Proposed</u> | <u>Council Changes</u> | <u>FY 2017 Adopted</u> |
|------------------------------|-----------------------------|----------------------------|----------------------------|
| GOLF FUND | | | |
| Estimated Revenues | | | |
| Greens Fees | 170,000 | | 170,000 |
| Equipment Rentals | 87,500 | | 87,500 |
| Concessions | 15,700 | | 15,700 |
| Transfers In - Parks Millage | 711,500 | | 711,500 |
| Total Revenue | <u>984,700</u> | - | <u>984,700</u> |

| | | | |
|-----------------------------|----------------|---|----------------|
| Appropriations | | | |
| Personnel | 521,423 | | 521,423 |
| Operating | 273,277 | | 273,277 |
| Capital | 80,000 | | 80,000 |
| Debt Service | 110,000 | | 110,000 |
| Total Appropriations | <u>984,700</u> | - | <u>984,700</u> |

PARKING FUND

| | | | |
|--------------------------------------|------------------|---|------------------|
| Estimated Revenues | | | |
| Parking Revenue | 6,210,750 | | 6,210,750 |
| Baseball Revenue | 45,000 | | 45,000 |
| Parking Fines | 500,000 | | 500,000 |
| Other Revenue | 1,044,826 | | 1,044,826 |
| Use of/(Contribution to) Fund Equity | 305,424 | | 305,424 |
| Total Revenue | <u>8,106,000</u> | - | <u>8,106,000</u> |

| | | | |
|-----------------------------|------------------|---|------------------|
| Appropriations | | | |
| Personnel | 2,384,173 | | 2,384,173 |
| Operating | 2,267,442 | | 2,267,442 |
| Capital | 790,000 | | 790,000 |
| Debt Service | 2,664,385 | | 2,664,385 |
| Total Appropriations | <u>8,106,000</u> | - | <u>8,106,000</u> |

WASTEWATER FUND

| | | | |
|--------------------------------------|-------------------|---|-------------------|
| Estimated Revenues | | | |
| Sewer Charges | 33,305,000 | | 33,305,000 |
| Interest Income | 174,320 | | 174,320 |
| Low Income Credit | (2,000) | | (2,000) |
| Miscellaneous Income | 7,500 | | 7,500 |
| Use of/(Contribution to) Fund Equity | 628,180 | | 628,180 |
| Total Revenue | <u>34,113,000</u> | - | <u>34,113,000</u> |

| | | | |
|-----------------------------|-------------------|---|-------------------|
| Appropriations | | | |
| Personnel | 7,685,631 | | 7,685,631 |
| Operating | 8,239,903 | | 8,239,903 |
| Capital | 2,551,000 | | 2,551,000 |
| Debt Service | 15,336,466 | | 15,336,466 |
| Transfers | 300,000 | | 300,000 |
| Total Appropriations | <u>34,113,000</u> | - | <u>34,113,000</u> |

| | FY 2017 <u>Proposed</u> | Council <u>Changes</u> | FY 2017 <u>Adopted</u> |
|--------------------------------------|----------------------------|---------------------------|---------------------------|
| REFUSE FUND | | | |
| Estimated Revenues | | | |
| Operating Income | 1,795,090 | | 1,795,090 |
| Interest Income | 7,000 | | 7,000 |
| Use of/(Contribution to) Fund Equity | (101,090) | | (101,090) |
| Total Revenue | <u>1,701,000</u> | - | <u>1,701,000</u> |
| Appropriations | | | |
| Personnel | 870,352 | | 870,352 |
| Operating | 830,648 | | 830,648 |
| Total Appropriations | <u>1,701,000</u> | - | <u>1,701,000</u> |

RECYCLING FUND

| | | | |
|--------------------------------------|------------------|---|------------------|
| Estimated Revenues | | | |
| Operating Income | 3,636,000 | | 3,636,000 |
| Sale of Recycled Materials | - | | - |
| Interest Income | - | | - |
| Use of/(Contribution to) Fund Equity | 351,500 | | 351,500 |
| Total Revenue | <u>3,987,500</u> | - | <u>3,987,500</u> |
| Appropriations | | | |
| Personnel | 2,037,600 | | 2,037,600 |
| Operating | 1,495,087 | | 1,495,087 |
| Debt Service | 454,813 | | 454,813 |
| Total Appropriations | <u>3,987,500</u> | - | <u>3,987,500</u> |

IV. CAPITAL PROJECT FUNDS

CAPITAL IMPROVEMENT (CIP) FUND

| | | | |
|-------------------------------------|------------------|---|------------------|
| Estimated Revenues | | | |
| Transfer from the General Fund | 1,280,000 | | 1,280,000 |
| PEG (Cable Capital) Revenues | 317,000 | | 317,000 |
| Total Revenue | <u>1,597,000</u> | - | <u>1,597,000</u> |
| Appropriations | | | |
| Facilities | 800,000 | | 800,000 |
| PEG (Cable Capital) Expenditures | 200,000 | | 200,000 |
| Equipment | 100,000 | | 100,000 |
| Planning & Neighborhood Development | 30,000 | | 30,000 |
| Public Service | 450,000 | | 450,000 |
| Transfer to General Fund | 117,000 | | 117,000 |
| Total Appropriations | <u>1,697,000</u> | - | <u>1,697,000</u> |

PARKS MILLAGE FUND

| | | | |
|--------------------------------------|------------------|---|------------------|
| Estimated Revenues | | | |
| Transfer from the General Fund | 1,842,950 | | 1,842,950 |
| Total Revenue | <u>1,842,950</u> | - | <u>1,842,950</u> |
| Appropriations | | | |
| Transfer to Cemeteries Fund | 361,450 | | 361,450 |
| Transfer to Golf Fund | 711,500 | | 711,500 |
| Park & Community Center Improvements | 740,000 | | 740,000 |
| Total Appropriations | <u>1,812,950</u> | - | <u>1,812,950</u> |

| | FY 2017 <u>Proposed</u> | Council <u>Changes</u> | FY 2017 <u>Adopted</u> |
|---|----------------------------|---------------------------|---------------------------|
| BE IT FINALLY RESOLVED, that the following policies are hereby established for the 2016/2017 fiscal year: | | | |

[Insert Budget Policies]

Approved for placement on the City Council agenda:

City Attorney

Date

Recommended FY 201+ Budget Policies

In accordance with the State Uniform Budget and Accounting Act (Public Act 2 of 1968), the City of Lansing's annual appropriations, as set forth in the annual budget resolution, shall be made in accordance with Generally Accepted Accounting Principals (GAAP) and shall apply to all funds except internal service funds, debt service funds, permanent funds, and trust and agency funds.

The City's fiscal year is July 1 through June 30. In accordance with the City Charter, on or before the fourth Monday in March, the Mayor submits to the City Council a proposed operating budget for the fiscal year commencing the following July 1. No later than the third Monday in May, the Council adopts the budget and sets the property tax rates for the ensuing fiscal year.

Appropriations are set forth in the annual budget resolution. Authority to transfer between appropriations is dictated by City Charter; however, additional administrative budget transfer authority is granted for the following instances. The Administration is requested to submit to Council quarterly reports of such transfers.

Wastewater Funds – the transfer residual State Revolving Fund (SRF) loan and/or bond proceeds between projects and project segments.

Flood Control – the transfer of funds for flood control and/or storm sewer purposes to address flooding or unanticipated storm sewer maintenance needs.

Major and Local Street (Act 51) Funding – Transfer authority is not limited by departmental allocation, and administrative authority is included for appropriation of MDOT special authorization funding.

Parking System – the transfer of capital project accounts from operating accounts is permitted to meet bid or unforeseen capital needs.

Debt Service Funds – the transfer of residual balances between general obligation bond debt service accounts.

In addition, administrative authority is granted for the transfer of wage and fringe benefit reserves to departmental budgets upon settlement of a collective bargaining agreement.

Carryforwards

Authority is granted to reappropriate available capital project balances as of June 30, 2014 into the FY 2015 budget. All non-capital balances require City Council approval to carryforward, except for encumbered (purchase order) obligations less than \$5,000 and not more than 8 months old.

General Fund Reserve Policy

The City's General Fund reserves consist of the General Fund fund balance and the Budget Stabilization Fund. Use of and contributions to the Budget Stabilization Fund are dictated by Ordinance section 218.05.

The targeted unrestricted balance for the combination of the General Fund fund balance and the Budget Stabilization Fund is a minimum of 12% of General Fund expenditures and a maximum of 15% of General Fund expenditures. If events necessitate that the combined balances drop below 12% of General Fund expenditures, annual appropriations of a minimum of \$500,000 will be made until the 12% target is reached. In the event that combined reserves are projected to exceed 15% of General Fund revenues, the excess amount will be used to supplement retiree healthcare prefunding.

Debt Management

Appropriations are made to adequately fund annual debt service obligations. Adherence will be made to required debt service reserves, where applicable, as well as to the provision of annual disclosures as required by outstanding bond obligations.

Investment Policy

Management of cash investments is governed by the City's investment policy and in accordance to State statute, with the objective being the maximization of return on the City's governmental funds through pooling of funds where appropriate and permitted, monitoring of interest rates and fee structures. Investments of the Employee Retirement System, the Police and Fire Retirement System, and the VEBA, are governed those respective boards and dictated by their respective investment policies.

Strategic Planning and Budget Development

In working toward the goal of the incorporation of strategic planning into the budget process, this next year, Administration is encouraged to work towards developing a multi-year budgeting process. This process should align the City's master plan, strategic goals, and performance metrics to short-term and long-term budget priority-setting by Council in accordance with Financial Health Team recommendations.